



**CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS  
WALLACE J. PUCHALSKI MUNICIPAL BUILDING  
212 MAIN STREET, NORTHAMPTON  
Northampton, MA  
Nov. 20, 2014**

**MEETING MINUTES  
As amended in City Council 12/4/2014**

**Roll Call**

A regular meeting of the City Council was called to order by City Council Vice-President, Jesse M. Adams at 7:20 p.m. On roll call, seven (7) Councilors were present:

At-Large Councilor Jesse M. Adams  
At-Large Councilor William H. Dwight (Absent)  
Ward 1 Councilor Maureen T. Carney  
Ward 2 Councilor Paul D. Spector  
Ward 3 Councilor Ryan R. O'Donnell  
Ward 4 Councilor Gina-Louise Sciarra  
Ward 5 Councilor David A. Murphy (Absent)  
Ward 6 Councilor Marianne L. LaBarge  
Ward 7 Councilor Alisa F. Klein

Councilor LaBarge and Councilor Klein were appointed to the Enrollment Committee.

**Public Hearings**

**Tax  
Classification  
Hearing**

- 8:00PM Tax Classification Public Hearing  
*Public Hearing to discuss the percentages of the local tax levy to be borne by each class of real and personal property within the City of Northampton for FY 2015 in accordance with Chapter 40, Section 56 of the Mass. General Laws.*

*Motion to Open the Public Hearing made by Councilor LaBarge; Councilor O'Donnell seconded the motion. The motion was approved on a voice vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight & Murphy)*

*Motion to Recognize Finance Director Susan Wright was made by Councilor O'Donnell and seconded by Councilor Sciarra. The motion was approved on a voice vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight & Murphy)*

*Finance Dir. Wright explained that the Council with the approval of the Mayor has the option to shift the tax burden among the property classes. The tax levy can be distributed between four groups: Residential, Open Space, Commercial and Industrial. Setting the tax classification is done annually. Three steps of the process are:*

- 1. The City values all taxable property.*
- 2. Every parcel must be put into a tax classification.*
- 3. The City may allocate tax levy among the tax classifications. The overall amount of taxes collected does not change.*

*If the Council wanted all property classifications to have the same tax rate, then the Council would approve a factor of 1.*

*Motion to recognize Principal Assessor Joan Sarafin made by Councilor O'Donnell and seconded by Councilor LaBarge. The motion was approved on a voice vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight & Murphy). Residential class pays 80 percent of the tax revenue; commercial pays the remaining 20 percent. Tax rate will be 15.80 which represents a forty-one cent increase.*

<u>Pole Petition Hearing</u>	<p><i>Suzanne Beck of 691 Park Hill Road and the Chamber of Commerce supports a factor of 1 tax policy. As demonstrated in the past year, this policy supports new growth.</i></p> <p><i>Jasper Lapienski supports any tax policy that negatively affects the lease number of people.</i></p> <p><i>Motion to Close the Public Hearing made by Councilor LaBarge; Councilor Spector seconded the motion. The motion was approved on a voice vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight &amp; Murphy)</i></p>
<u>Pole Petition Approve</u>	<ul style="list-style-type: none"><li>• Public Hearing regarding National Grid Pole Petition for a location on Maple Street, Florence</li></ul> <p><i>Motion to Open the Public Hearing made by Councilor LaBarge; Councilor Carney seconded the motion. The motion was approved on a voice vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight &amp; Murphy)</i></p> <p><i>Proponent for the Pole Petition: Lisa Jasinski of National Grid</i> <i>The petition is to replace pole &amp; placement of underground conduits &amp; secondary manholes on Maple Street. The company wants to bring power to the new business on the Corner of Maple and Main St. The changes will not affect services to houses in the area. Ms. Jasinski indicated that the fire department is well informed while the work is being done.</i></p> <p><i>Opponents for the Pole Petition: Thankgod and Julie Maduka of 72 Maple Street, Florence. Mr. Maduka owns the lot at 74 Maple Street in addition to living at 72 Maple St. Mr. Maduka would like to understand how the pole will impact his property. Ms. Jasinski indicated that the work will not affect his property in any way and that the pole would not be located on his property. The new pole will be in line with the existing pole. Ms. Jasinski agreed to meet with Mr. Maduka to show how the pole placement will</i></p> <p><i>Julie Maduka indicated that she has a previous injury of the brain that may be impacted by the electromagnetic field as a result of the pole placement.</i></p> <p><i>Motion to Close the Public Hearing made by Councilor Carney; Councilor Klein seconded the motion. The motion was approved on a voice vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight &amp; Murphy).</i></p> <p><i>Motion to approve the petition was made by Councilor Carney; Councilor LaBarge seconded the motion. The motion was approved on a voice vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight &amp; Murphy).</i></p>
<u>Communication From the Mayor</u>	<p><i>Mayor David J. Narkewicz advised that Governor Duval Patrick announced there will be mid-year budget cuts statewide. The affect on Northampton will result in 1.5% (or \$7,144) cut in Charter School Tuition Reimbursement and 1.5% (or \$743) cut in Library Aide.</i></p>
<u>Proclamations, Resolutions, Recognitions and One- Minute Announcements of Events Presentations</u>	<ul style="list-style-type: none"><li>• 14.313 City Of Northampton's Trust Resolution (1st Reading)</li></ul> <p><i>Councilor Spector moved to approve the Resolution; Councilor Sciarra seconded the motion. The motion was approved on a Roll Call Vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight &amp; Murphy).</i></p> <ul style="list-style-type: none"><li>• Presentation: Paradise City Cultural District Grants and Fund Raising Events <i>Brian Foote, Director of the Northampton Arts Council</i></li></ul>

Northampton  
Arts Council

The Northampton Arts Council Programming at a Glance:

- Statement of Program Service Accomplishments: \$50K-\$100 spent annually on providing Arts Events/Performance to the Community; \$15K-\$18K spent annually to provide grants to artists to pursue artistic endeavors; \$7-\$9K spent annually to provide arts enrichment for public schools.
- Two grant funding cycles - Spring (ArtsEZ) and Fall (LCC)
- Silver Chord Bowl at Smith College
- Really Big Show at the Academy of Music
- Two new concept shows a year at the Academy of Music during Four Sundays
- Transperformance Local Music Festival at Pines Theater, Look Park
- Biennial Exhibition for Visual, Video and Performance Art at Hosmer Gallery
- Bi-annual Northampton Poet Laureate Selection
- Steward of Public Art (Arts Ordinance, Bridge Project, Arts Kiosk)
- Enrichment programming for the Northampton Public Schools - World Class Artists Into the Public Schools for special performances geared towards Arts education
- KidsBestFest, An Annual International Children's Film Festival at the Academy of Music
- YouthFilm, An Annual Juried local film festival that takes submissions from youth ages 5-18 years old at the Academy of Music
- B.J. Goodwin Fund - A fund that supports local exceptional artists to bring their work outside of our region and abroad.
- RETROFAIRE -- An outdoor vintage record and clothing flea market produced in concert with the Northampton Jazz Festival.
- Coordinating organization of the Paradise City Cultural District.
- Bob Cilman Scholarship for musical instruments

Living Wage  
Employers

- Annual Recognition of Certified Living Wage & Aspiring Living Wage Employers  
*Presented by Kitty Callaghan of Living Wage Western Mass*

*Ms. Callaghan indicated that the Living Wage for 1 person is \$12.97 per hour. Following are the businesses recognized as Certified Northampton Living Wage Employers for 2014:*

1. Allcroft Facial Plastic Surgery
2. The Berkshire Design Group, Inc.
3. Burrow, Weiss, Mintz & Lippiello LLP
4. Center for New Americans
5. Chamber Advisory Board
6. Collective Copies
7. Community Legal Aid
8. Delong Construction, L.L.C.
9. Edwards Church
10. Etheredge & Steuer, P.C.
11. First Churches of Northampton
12. Fly By Night
13. Gazebo
14. Indigo Coffee
15. The Jamrog Group
16. Jekanowski & O'Neill
17. Law Office of Jesse Adams
18. Lesser, Newman & Nasser - RC
19. The Literacy Project
20. Market Street Research
21. Media Education Foundation
22. Minuteman Pest Control
23. National Priorities Project
24. Nonotuck Resources Associates
25. Northampton Area Pediatrics
26. Northampton Community Music Center
27. Northampton Friends Meeting
28. Northampton Housing Authority
29. Northampton Survival Center
30. Ostrander Law Office
31. Richard's Plumbing & Heating

<u>Aspiring Living Wage Employers</u>	<p>32. Unitarian Society of Northampton &amp; Florence  33. United Way of Hampshire County  34. Valley Home Improvement  35. Valley Community Development Corporation  36. Vallon Medi Spa  37. Webber and Grinnell Insurance Agency  38. Wohl Family Dentistry</p> <p>The following are Certified as Aspiring to provide the Living Wage to Employees in Northampton for 2014</p> <ol style="list-style-type: none"> <li>1. Barton's Angels</li> <li>2. City of Northampton</li> <li>3. Community Action</li> <li>4. Raven Used Books</li> <li>5. River Valley Market</li> <li>6. Safe passage</li> </ol>
<u>Licenses &amp; Petitions</u> <u>Fireworks Petition</u>	<ul style="list-style-type: none"> <li>• Northampton Center for the Arts: Petition for Supervised Display of Fireworks Event: First Night  Date: December 31, 2014 (Rain date: January 1, 2014)  Location: Downtown Northampton, John Gare Parking Garage</li> </ul> <p><i>Councilor Carney moved to recognize Northampton Center for the Arts Director Penny Burke; Councilor LaBarge seconded the motion. The motion was approved on a voice vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight and Murphy)</i></p> <p><i>Ms. Burke indicated that the First Night Event will move forward as previously planned.</i></p> <p><i>Councilor LaBarge moved to approve the Petition; Councilor Carney seconded the motion. The motion was approved on a Voice Vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight &amp; Murphy).</i></p>
<u>Approval of Minutes</u>          <u>Minutes Approved</u>	<p><i>Councilor Carney moved to approve the following Meeting Minutes as a group; Councilor LaBarge seconded the motion.</i></p> <ul style="list-style-type: none"> <li>• City Council Minutes of Nov. 6, 2014 City Council</li> <li>• Minutes of Sept. 22, 2014 Committee on Rules, Orders, Appointments and Ordinances Meeting</li> <li>• Meeting Minutes of the Special Joint City Council &amp; School Comm. Meeting Held October 9, 2014</li> <li>• Minutes from Oct. 15, 2014 Public Hearing on Vibrant Sidewalks</li> <li>• Minutes from the Oct. 20, 2014 Committee on Social Services, Veteran's, Culture &amp; Recreation Meeting</li> <li>• Minutes From the November 6, 2014 Finance Committee Meeting</li> </ul> <p><i>The minutes were approved on a voice vote of 7 Yes, 0 No, 2 Absent (Councilor Dwight &amp; Murphy)</i></p>
<u>Reports of Committees, Appointments, and Elections</u>	<p>Appointments to Committees  <i>(All candidates received positive recommendations from the Committee on Rules, Orders, Appointments and Ordinance on November 10, 2014)</i></p> <ol style="list-style-type: none"> <li>1. <u>Recreation Commission (Referred from City Council Meeting of Sept. 18, 2014):</u></li> </ol>

Julia Chevan of 8 Cosmian Avenue, Florence – term October 2014 – October, 2017; membership begins immediately to fill vacancy left by the retirement of James ; Durfer.

Yvonne Keefe of 40 Hickory Drive, Florence – term October 2014-June 2015; membership begins immediately to complete the term of Joan Finn.

2. Council on Aging (Referred from City Council Meeting of Sept. 18, 2014):

Alexiz Peluyera, 145 Spring St., Florence – term October 2014-April 2015; membership begins immediately to complete the term of Joan Finn.

3. Human Rights Commission (Referred to Comm on ROAO on Oct. 16, 2014)

Carolyn Toll Oppenheim, 3 Montview Ave., Northampton—term Nov. 2014 – Nov. 2017

4. Board of Almoners (Referred to Comm on ROAO on Nov. 6, 2014)

- Susan Stubbs-13 Trumbull Rd., term Nov. 2014 – Nov. 2015
- Patricia Ahearn-20 fort St., term Nov. 2014 – Nov. 2016
- Joseph Misterka-312 Chesterfield Rd., term Nov. 2014 – Nov. 2016
- Michael Shaughnessy – 153 Bridge St., term Nov. 2014 – Nov. 2017

5. Trust Fund Committee (Referred to Comm on ROAO on Nov. 6, 2014)

- Bill Williams, 11 Barrett Place, term Nov. 2014 – Nov. 2015
- David Herships, 22 Warburton Way, term Nov. 2014 – Nov. 2016
- Gerald Budger, 127 Bridge St., term Nov. 2014 – Nov. 2017

Appointments  
Approved

*Councilor LaBarge moved to approve the appointments above as a group; Councilor Carney seconded the motion. The motion was approved on a Voice Vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight & Murphy).*

Recess for  
Finance  
Committee

At 8:30 p.m., the Council broke for the Finance Committee Meeting. The Council reconvened directly following Finance, at 8:40 p.m.

Financial  
Orders

14.284 Tax Classification  
(Request 2 Readings)

*Councilor LaBarge moved to approve the Tax Classification Order in first reading; Councilor Carney seconded the motion. The motion was approved on a Roll Call Vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight & Murphy).*

*Councilor LaBarge moved to Suspend Council Rule 14 to allow for a second reading; Councilor Carney seconded the motion. The motion was approved on a Voice Vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight & Murphy).*

*Councilor LaBarge moved to approve the Tax Classification Order in second reading; Councilor Carney seconded the motion. The motion was approved on a Roll Call Vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight & Murphy).*

The following Order Passed in City Council:

*In City Council November 6, 2014*

Upon recommendation of Mayor David J. Narkewicz

*Ordered, that.*

The Northampton City Council approves for Fiscal Year 2015 a Residential Factor of One (1) and the attached tax levy percentages.

Enrolled   Rules suspended, passed two readings and enrolled.

14.283 CPA Allocations  
(Request 2 Readings)

*Councilor LaBarge moved to approve the CPA Allocations Order in first reading; Councilor Sciarra seconded the motion. The motion was approved on a Roll Call Vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight & Murphy).*

*Councilor LaBarge moved to Suspend Council Rule 14 to allow for a second reading; Councilor Klein seconded the motion. The motion was approved on a Voice Vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight & Murphy).*

*Councilor LaBarge moved to approve the CPA Allocations Order in second reading; Councilor Klein seconded the motion. The motion was approved on a Roll Call Vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight & Murphy).*

The following Order Passed in City Council:

*In City Council November 6, 2014*

Upon recommendation of Mayor David J. Narkewicz

*Ordered, that*

Upon the recommendation of the Community Preservation Committee, the following amounts be appropriated or reserved from fiscal year 2015 Community Preservation Fund estimated at \$1,446,835 (\$1,060,000 FY15 local assessment estimate + \$386,835 confirmed state match) for fiscal year 2015 Community Preservation purposes:

\$159,000 from FY15 Total Estimated CPA Revenue to the Community Preservation Fund Open Space Reserve (account # 2344930-359931)

\$159,000 from FY15 Total Estimated CPA Revenue to the Community Preservation Fund Historic Preservation Reserve (account # 2344930-359932)

\$159,000 from FY15 Total Estimated CPA Revenue to the Community Preservation Fund Affordable Housing Reserve (account # 2344930-359933)

\$60,000 from FY15 Total Estimated CPA Revenue to the Community Preservation Fund Administrative Account (account # 2344930-359934)

\$909,835 from FY15 Total Estimated CPA Revenue to the Community Preservation Fund Budgeted Reserve (account # 2344930-359930)

Also, the following amounts be appropriated from the Community Preservation Fund Budgeted Reserve (account #2344930-359930) for FY15 Community Preservation bonding repayment purposes:

\$70,000.00 for principal and \$18,725.00 for interest for Bean Farm bond (account #3100931-393102-11)

\$95,000.00 for principal and \$44,868.06 for interest for Florence Fields bond (account #3100931-393103-12)

Enrolled   Rules suspended, passed two readings and enrolled.

14.285 F.O. for Benches In Florence expended from the Comm. on Disabilities Fund  
(2nd Reading)

*Councilor Klein moved to approve the Financial Order in second reading; Councilor Carney seconded the motion. The order was approved on a Roll Call Vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight & Murphy).*

The Following Order passed in second reading:

*In City Council November 6, 2014*

Upon recommendation of the Mayor

*Whereas,*

The Commission on Disability has identified a need for accessible benches in downtown Florence for the benefit of elderly and disabled pedestrians; and

*Whereas,*

The Commission on Disability voted to recommend the installation of said benches to the Mayor and further voted to fund their purchase and installation from its Committee on Disabilities Fund; and

*Whereas,*

The Mayor has approved the Commission on Disability's recommendation and ordered the Department of Public Works to purchase and install two accessible benches in downtown Florence in locations identified by the Commission in consultation with the City Engineer and Streets Superintendent;

*Ordered, that*

The City Council approves an expenditure from the Commission on Disabilities Fund established under Chapter 40, Section 22G and funded by handicap parking violation fines, not to exceed \$3,500, for the purchase of two benches for downtown Florence.

Enrolled

Rules suspended, passed two readings and enrolled.

*Councilor LaBarge moved to approve the Street Petitions below in first reading as a group; Councilor Carney seconded the motion.*

Petitions to Accept Certain Roadways as Public Ways (*1<sup>st</sup> Reading*)

- 14.316 Clark Street
- 14.318 Cooke Avenue
- 14.319 Massasoit Avenue

*Regarding Massasoit Avenue only, a change was submitted prior to the Council meeting. Added by Attorney Alan Seewald was:*

*"Excepting and excluding from this taking any and all water and sewer lines within the layout hereby established, which water and sewer lines shall be the responsibility of the owners of the fee interest in the way."*

*Councilor Carney moved to accept the amendment as proposed by Attorney Seewald; Councilor LaBarge seconded the motion. Councilor O'Donnell motioned to amend all three documents by removing the word "the" from the last sentence so that the paragraph made better sense. The motion to accept the amendments was approved on a voice vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight & Murphy).*

*All Orders to accept Streets as public ways were approved on a Roll Call Vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight & Murphy).*

See Minutes of December 4, 2014 for second reading.

*Councilor LaBarge moved to approve all Street Roadway Petitions below as a group in second reading; Councilor Klein seconded the motion.*

14.273 Petition to Accept Cosmian Way as a Public Way *(2nd Reading)*

14.274 Petition to Accept Depot Avenue as a Public Way *(2nd Reading)*

14.275 Petition to Accept Edgewood Terrace as a Public Way *(2nd Reading)*

14.276 Petition to Accept Franklin Court as a Public Way *(2nd Reading)*

14.277 Petition to Accept Glendale Avenue as a Public Way *(2nd Reading)*

14.278 Petition to Accept Greeley Avenue as a Public Way *(2nd Reading)*

14.279 Petition to Accept King Avenue as a Public Way *(2nd Reading)*

14.280 Petition to Accept Service Center as a Public Way *(2nd Reading)*

*The Orders were approved in second reading on a Roll Call Vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight and Murphy).*

The Following Orders passed second reading:

Cosmian Way

*In City Council, November 6, 2014*

Upon recommendation of the Mayor

*Ordered, that*

WHEREAS, a petition has been duly filed to layout and accept Cosmian Avenue as a public way; and

WHEREAS, the petition has been referred to the Planning Board and to the Board of Public Works; and

WHEREAS, the Board of Public Works has held a duly noticed public hearing on the petition to layout and accept the public way; and

WHEREAS, both the Planning Board and the Board of Public Works have recommended laying out and accepting Cosmian Avenue as a public way;

NOW, THEREFORE, BE IT ORDERED

That the City Council authorizes the acquisition by gift, purchase, eminent domain or otherwise, an easement in and over the parcels of land shown as shown as "Cosmian Avenue" on a plan entitled, "Plan of Land in Northampton, Massachusetts, Hampshire County, Surveyed for the City of Northampton," dated July 19, 2013, for the purpose of laying out, establishing and accepting public ways thereon.

Further, that the City Council hereby lays out, establishes and accepts as a public way the parcels to be acquired hereunder.

And further, that no damages shall be payable as a result of the any taking authorized herein and no betterments shall be assessed as a result of the laying out, establishing and accepting such public way.

ORDER OF TAKING

The undersigned, being the duly elected and sitting members of the City Council of the City of Northampton, in the Commonwealth of Massachusetts, acting under the authority of and in accordance with the provisions of General Laws of the Commonwealth, as from time to time amended, and more particularly Chapter 79, and pursuant to the Order of the Northampton City Council, a true copy of which is attached hereto, does hereby take a perpetual easement for and on behalf of the



Inhabitants of the City of Northampton over the parcels referenced below. The purpose of the taking hereunder is the laying out, establishing and accepting of a public way in and for the City of Northampton in accordance with Mass. Gen Laws ch. 82, and Northampton Code of Ordinances, § 285-31, et seq.

The parcels hereby taken are shown as "Cosmian Avenue" on a plan entitled, "Plan of Land in Northampton, Massachusetts, Hampshire County, Surveyed for the City of Northampton," dated July 19, 2013, to be recorded herewith. The parcels are more particularly bounded and described as set forth on Exhibit A, attached hereto.

No damages shall be payable as a result of this taking and no betterment shall be assessed as a result of the laying out and acceptance of the public way herein.

#### EXHIBIT A

Beginning at a point marked by a granite bound with drill hole found, said point marks the northwesterly corner of a parcel, now or formerly John K. & Margaret G. Bollard as described in a deed recorded in Book 1916 Page 29, said point being located on the easterly side line of Lilly Street, said point being the southwesterly corner of the parcel herein described.

Thence running N 65°44'16" E along the northerly line of said Bollard, a distance of 139.26 feet to a point, thence;

N 68°49'16" E along the northerly line of land now or formerly Florence Civic and Business Association, Inc. as described in a deed recorded in Book 1198 Page 201, a distance of 209.22 feet to a point, said point being located on the westerly side line of North Main Street, said point being the southeasterly corner of the parcel herein described, thence;

N 37°15'44" W along the westerly side line of said North Main Street, a distance of 34.34 feet to a point, said point being the southeasterly corner of a parcel, now or formerly Elissa Brill as described in a deed recorded in Book 6445 Page 159, said point bearing as a tie course, S 56°04'53" E, a distance of 1.98 feet from an iron pipe found, said point being the northeasterly corner of the parcel herein described, thence;

S 68°49'16" W along the southerly line of land of said Brill, and land now or formerly Patricia Isabel Jung and Julia Chevan as described in a deed recorded in Book 4125 Page 78, a distance of 200.59 feet to a point, thence;

S 65°44'16" W along the southerly line of land of said Jung and Chevan, and land now or formerly May C. Chan and James W. Riddle as described in a deed recorded in Book 11250 Page 60, a distance of 139.81 feet to a point, said point being located on the easterly side line of Lilly Street, said point bearing as a tie course S 32°53'55" E, a distance of 0.86 feet from a granite bound with drill hole found, said point being the northwesterly corner of the parcel herein described, thence;

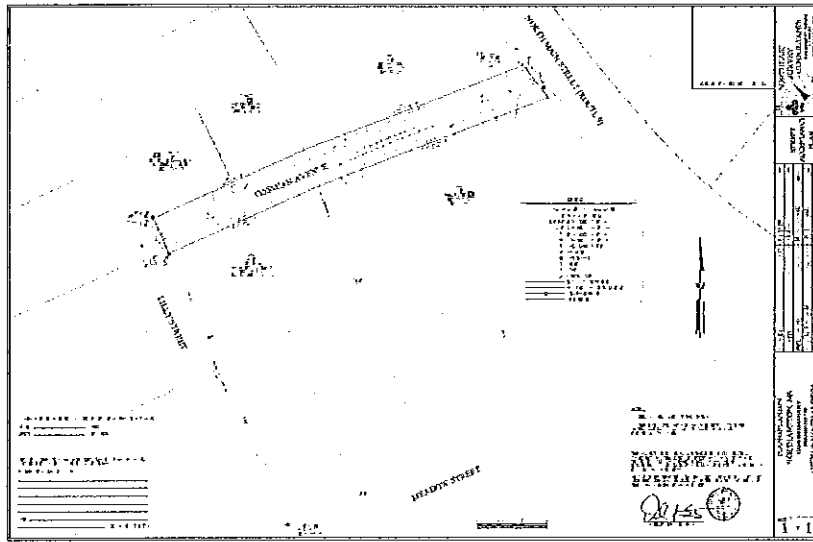
S 23°40'44" E along the easterly line of said Lilly Street, a distance of 33.00 feet to the point of beginning.

The above described parcel contains 11,367 square feet more or less, being depicted as Cosmian Avenue, on a plan entitled, "Street Acceptance Plan, Plan of Land in Northampton MA, Hampshire County, prepared for The City of Northampton", dated 07-19-2013. Prepared by Northeast Survey Consultants.

The basis of bearing being the Massachusetts Coordinate System NAD 83

All Book and Page numbers recited are referenced to the Hampshire Registry District

Being a portion of the premises conveyed in the following deeds recorded in the Hampshire Registry of Deeds: Book 11250, Page 60, Book 4125, Page 78, Book 6445, Page 159, Book 1198, Page 201, Book 1916, Page 29.



Enrolled

Rules suspended, passed two readings and enrolled.

The following Order passed in second readings:

*In City Council, November 6, 2014*

Depot Avenue

Upon recommendation of the Mayor

*Ordered, that*

WHEREAS, a petition has been duly filed to layout and accept Depot Avenue as a public way; and  
WHEREAS, the petition has been referred to the Planning Board and to the Board of Public Works; and  
WHEREAS, the Board of Public Works has held a duly noticed public hearing on the petition to layout and accept the public way; and  
WHEREAS, both the Planning Board and the Board of Public Works have recommended laying out and accepting Depot Avenue as a public way;

NOW, THEREFORE, BE IT ORDERED

That the City Council authorizes the acquisition by gift, purchase, eminent domain or otherwise, an easement in and over the parcels of land shown as shown as "Depot Avenue" on a plan entitled, "Plan of Land in Northampton, Massachusetts, Hampshire County, Surveyed for the City of Northampton," dated September 25, 2013, being Parcel A and Parcel B shown thereon, for the purpose of laying out, establishing and accepting public ways thereon.

Further, that the City Council hereby lays out, establishes and accepts as a public way the parcels to be acquired hereunder.

And further, that no damages shall be payable as a result of the any taking authorized herein and no betterments shall be assessed as a result of the laying out, establishing and accepting such public way.

ORDER OF TAKING

The undersigned, being the duly elected and sitting members of the City Council of the City of Northampton, in the Commonwealth of Massachusetts, acting under the authority of and in accordance with the provisions of General Laws of the Commonwealth, as from time to time amended, and more particularly Chapter 79,

and pursuant to the Order of the Northampton City Council, a true copy of which is attached hereto, does hereby take a perpetual easement for and on behalf of the Inhabitants of the City of Northampton over the parcels referenced below. The purpose of the taking hereunder is the laying out, establishing and accepting of a public way in and for the City of Northampton in accordance with Mass. Gen Laws ch. 82, and Northampton Code of Ordinances, § 285-31, et seq.

The parcels hereby taken constitute "Depot Avenue" and are shown as "Parcel A" and "Parcel B" on a plan entitled, "Plan of Land in Northampton, Massachusetts, Hampshire County, Surveyed for the City of Northampton," dated September 25, 2013, to be recorded herewith. The parcels are more particularly bounded and described as set forth on Exhibit A, attached hereto.

No damages shall be payable as a result of this taking and no betterment shall be assessed as a result of the laying out and acceptance of the public way herein.

#### EXHIBIT A

##### Parcel A

Beginning at a point marked by an iron pipe found, said point marks the northwesterly corner of a parcel, now or formerly Gerard D. LaFrance and Sandra K. LaFrance as described in a deed recorded in Book 2585 Page 161, said point being the southwest corner of a parcel, now or formerly Charles L. Pitrat, as described in a deed recorded in Book 6130 Page 349, said point being located on the easterly side line of North Maple Street, said point being the southwest corner of the parcel herein described.

Thence running N 01°40'04" E along the westerly side line of said North Maple Street, a distance of 35.00 feet to a point, said point being the northwesterly corner of the parcel herein described, thence;

S 89°12'36" E through land of said Pitrat, a distance of 81.71 feet to a point, thence;

Through land of said Pitrat on a curve to the left, with an arc length of 73.08' and a radius of 1480.19', said curve has a chord bearing of S 53°45'45" E and a chord length of 73.07' to a point, said point being located on the westerly line of a parcel now or formerly Florence Family Enterprises LLC as described in a deed recorded in Book 6793 Page 133, said point being the northeasterly corner of the parcel herein described, thence;

S 31°41'00" W along the southerly line of said Florence Family Enterprises LLC, a distance of 35.05 feet to a point, said point being on the westerly line of LaFrance, said point being marked by an iron rod found, said point being the southeasterly corner of the parcel herein described, thence;

Along the easterly line of land of said LaFrance on a curve to the right, with an arc length of 65.00' and a radius of 1515.19', said curve has a chord bearing of N 54°01'13" W and a chord length of 65.00 to a point, said point being marked by an iron rod found, said point being on the southerly line of the parcel herein described, thence;

N 89°12'36" W along the northerly line of said LaFrance, a distance of 70.66 feet to the point of beginning.

The above described parcel contains 5,083 square feet more or less, being depicted as Parcel A, Depot Avenue on a plan entitled, "Street Acceptance Plan, Plan of Land in Northampton MA, Hampshire County, prepared for The City of Northampton ", dated 09-25-2013. Prepared by Northeast Survey Consultants.

The basis of bearing being the Massachusetts Coordinate System NAD 83

All Book and Page numbers recited are referenced to the Hampshire Registry District

Parcel B

Beginning at a point, said point marks the westerly line of a parcel, now or formerly Florence Family Enterprises LLC as described in a deed recorded in Book 6793 Page 133, said point marks the easterly line of a parcel, now or formerly Charles L. Pitrat, as described in a deed recorded in Book 6130 Page 349, said point being the northwesterly corner of the parcel herein described,

Thence through said land of said Florence Family Enterprises LLC on a curve to the left, with an arc length of 43.94' and a radius of 1480.19, said curve has a chord bearing of S 56°01'37" E and a chord length of 43.94' to a point, said point being on the northerly line of the parcel herein described, thence;

S 69°28'44" E through land of said Florence Family Enterprises LLC, a distance of 211.06 feet to a point, said point being located on Keyes Street, said point being the northeasterly corner of the parcel herein described, thence;

S 03°26'54" W along the westerly line of said Keyes Street, a distance of 36.61 feet to a point, said point being the southeasterly corner of the parcel herein described, thence;

N 69°28'44" W through land of said Florence Family Enterprises LLC, a distance of 225.65 feet to a point, said point marks the northeasterly corner of a parcel, now or formerly Roger P. and Julianne M. Clark, as described in a deed recorded in Book 7406 Page 294, said point being the southerly line of the parcel herein described, thence;

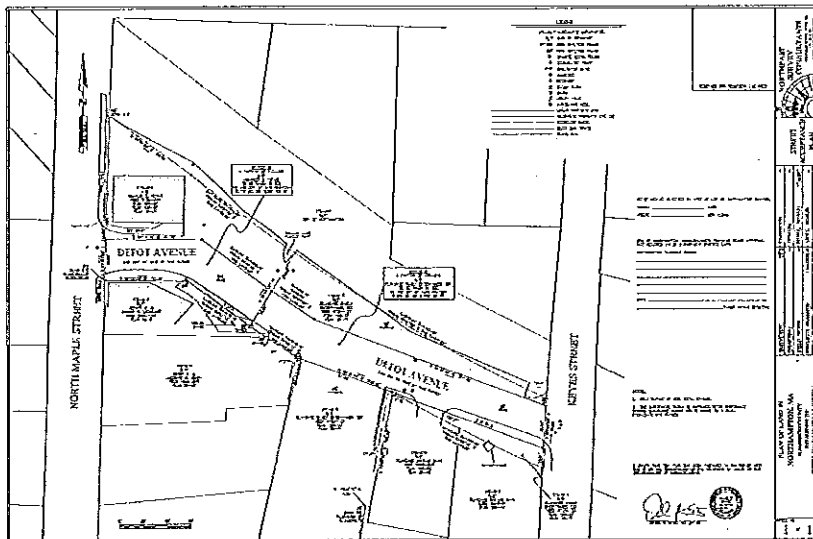
Thence along said land of said Clark and land of said Gerard D. and Sandra K. LaFrance, as described in a deed recorded in Book 2585 Page 161, on a curve to the right, with an arc length of 46.94' and a radius of 1515.19', said curve has a chord bearing of N 56°08'13" W and a chord length of 46.94' to a point, said point being marked by an iron rod, said point being the southeasterly corner of said Pitrat, said point being the southwest corner of the parcel herein described, thence;

N 31°41'00" E along the easterly line of said Pitrat, a distance of 35.05 feet to the point of beginning.

The above described parcel contains 9,233 square feet more or less, being depicted as Parcel B, Depot Avenue on a plan entitled, "Street Acceptance Plan, Plan of Land in Northampton MA, Hampshire County, prepared for The City of Northampton ", dated 09-25-2013. Prepared by Northeast Survey Consultants.

The basis of bearing being the Massachusetts Coordinate System NAD 83  
All Book and Page numbers recited are referenced to the Hampshire Registry District

Being a portion of the premises conveyed in the following deeds recorded in the Hampshire Registry of Deeds: Book 6130, Page 349, Book 6793, Page 133, Book 1854, Page 21, Book 5898, Page 308, Book 7406, Page 294, Book 2585, Page 161.



Enrolled

Rules suspended, passed two readings and enrolled.

Edgewood  
Terrace

The following Order passed in second reading:

*In City Council, November 6, 2014*

Upon recommendation of the Mayor

*Ordered, that*

WHEREAS, a petition has been duly filed to layout and accept Edgewood Terrace as a public way; and

WHEREAS, the petition has been referred to the Planning Board and to the Board of Public Works; and

WHEREAS, the Board of Public Works has held a duly noticed public hearing on the petition to layout and accept the public way; and

WHEREAS, both the Planning Board and the Board of Public Works have recommended laying out and accepting Edgewood Terrace as a public way;

NOW, THEREFORE, BE IT ORDERED

That the City Council authorizes the acquisition by gift, purchase, eminent domain or otherwise, an easement in and over the parcels of land shown as shown as "Edgewood Terrace" on a plan entitled, "Plan of Land in Northampton, Massachusetts, Hampshire County, Surveyed for the City of Northampton," dated January 28, 2014, for the purpose of laying out, establishing and accepting a public way thereon.

Further, that the City Council hereby lays out, establishes and accepts as a public way the parcels to be acquired hereunder.

And further, that no damages shall be payable as a result of the any taking authorized herein and no betterments shall be assessed as a result of the laying out, establishing and accepting such public way.

**ORDER OF TAKING**

The undersigned, being the duly elected and sitting members of the City Council of the City of Northampton, in the Commonwealth of Massachusetts, acting under the authority of and in accordance with the provisions of General Laws of the Commonwealth, as from time to time amended, and more particularly Chapter 79, and pursuant to the Order of the Northampton City Council, a true copy of which is attached hereto, does hereby take a perpetual easement for and on behalf of the inhabitants of the City of Northampton over the parcels referenced below. The purpose of the taking hereunder is the laying out, establishing and accepting of a public way in and for the City of Northampton in accordance with Mass. Gen Laws ch. 82, and Northampton Code of Ordinances, § 285-31, et seq.

The parcels hereby taken are shown as "Edgewood Terrace" on a plan entitled, "Plan of Land in Northampton, Massachusetts, Hampshire County, Surveyed for the City of Northampton," dated January 28, 2014, to be recorded herewith. The parcels are more particularly bounded and described as set forth on Exhibit A, attached hereto:

No damages shall be payable as a result of this taking and no betterment shall be assessed as a result of the laying out and acceptance of the public way herein.

**EXHIBIT A**

Beginning at a point, said point marks the southwesterly corner of a parcel, now or formerly Leonard Pratt Jr. as described in a deed recorded in Book 6535 Page 230 of the Hampshire Registry District, said point being located on the northerly line of South Street, said point bearing S 47°40'03" W, a distance of 56.93 feet from an iron pipe found, said point being the southeasterly corner of the parcel herein described, thence;

S 47°40'03" W along said South Street, a distance of 15.01 feet to a point, said point marks the southeasterly corner of a parcel, now or formerly Christopher & Beverly Colby, as described in a deed recorded in Book 9935 Page 242 of the Hampshire Registry District, said point being located on the northerly line of South Street, said point bearing N 47°40'03" E, a distance of 40.57 feet from an iron pipe found, said point being the southwesterly corner of the parcel herein described, thence;

N 44°27'19" W along said Colby, land now or formerly Jeffrey Q. Sternal & Jennifer S. Adams, as described in a deed recorded in Book 9182 Page 262, and land now or formerly Northeast Enterprises Realty Partnership as described in a deed recorded in Book 6675 Page 83, a distance of 369.11 feet to a point to, said point marks the northwesterly corner of the parcel herein described, thence;

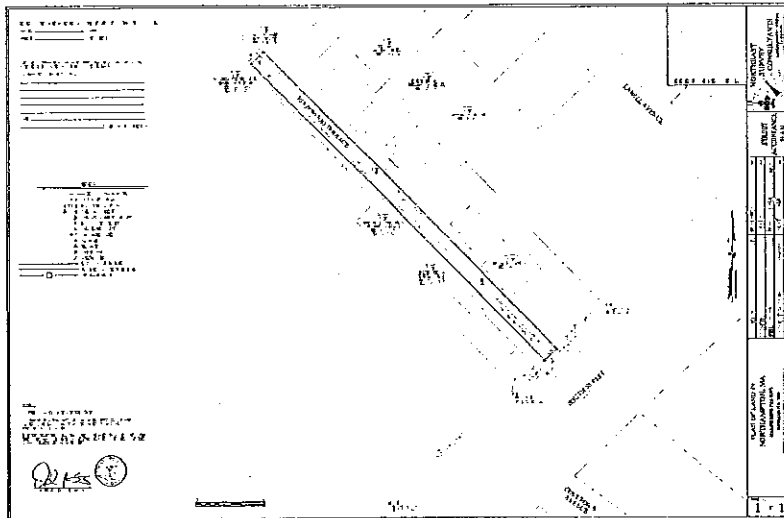
N 45°32'41" E through said Northeast Enterprises Realty Partnership, and land now or formerly Joann W. Aalfs Living Trust as described in a deed recorded in Book 8987 Page 36, a distance of 15.00 feet to a point, said point being the northeasterly corner of the parcel herein described, thence;

S 44°27'19" E along said Aalfs, land now or formerly Thomas & Carolyn Shread as described in a deed recorded in Book 5945 Page 92, and land now or formerly Frederick W. Wessel, Jr. & Lee-Ann G. Wessel as described in a deed recorded in Book 2986 Page 111, and land now or formerly Jeffrey M. Jerome as described in a deed recorded in Book 3912 Page 61, and said Pratt, a distance of 369.66 feet to the point of beginning.

The above described parcel contains 5,541 square feet more or less, being depicted as Edgewood Terrace on a plan entitled, "Street Acceptance Plan, Plan of Land in Northampton MA, Hampshire County, prepared for The City of Northampton", dated 01-28-2014. Prepared by Northeast Survey Consultants.

The basis of bearing being the Massachusetts Coordinate System NAD 83

Being a portion of the premises conveyed in the following deeds recorded in the Hampshire Registry of Deeds: Book 6675, Page 83, Book 8987, Page 36, Book 5945, Page 92, Book 2986, Page 111, Book 3912, Page 61, Book 6535, Page 230, Book 9935, Page 242, Book 9182, Page 262.



<b>Enrolled</b>	<u>Rules suspended, passed two readings and enrolled.</u>
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**Franklin Court** | The following Order passed in second reading:

In City Council, November 6, 2014

Upon recommendation of the Mayor

Ordered, that

WHEREAS, a petition has been duly filed to layout and accept Franklin Court as a public way; and

WHEREAS, the petition has been referred to the Planning Board and to the Board of Public Works; and

WHEREAS, the Board of Public Works has held a duly noticed public hearing on the petition to layout and accept the public way; and

WHEREAS, both the Planning Board and the Board of Public Works have recommended laying out and accepting Franklin Court as a public way;

NOW, THEREFORE, BE IT ORDERED

That the City Council authorizes the acquisition by gift, purchase, eminent domain or otherwise, an easement in and over the parcels of land shown as shown as "Franklin Court" on a plan entitled, "Plan of Land in Northampton, Massachusetts, Hampshire County, Surveyed for the City of Northampton," dated February 10, 2014, for the purpose of laying out, establishing and accepting a public way thereon. Further, that the City Council hereby lays out, establishes and accepts as a public way the parcels to be acquired hereunder.

And further, that no damages shall be payable as a result of the any taking authorized herein and no betterments shall be assessed as a result of the laying out, establishing and accepting such public way.

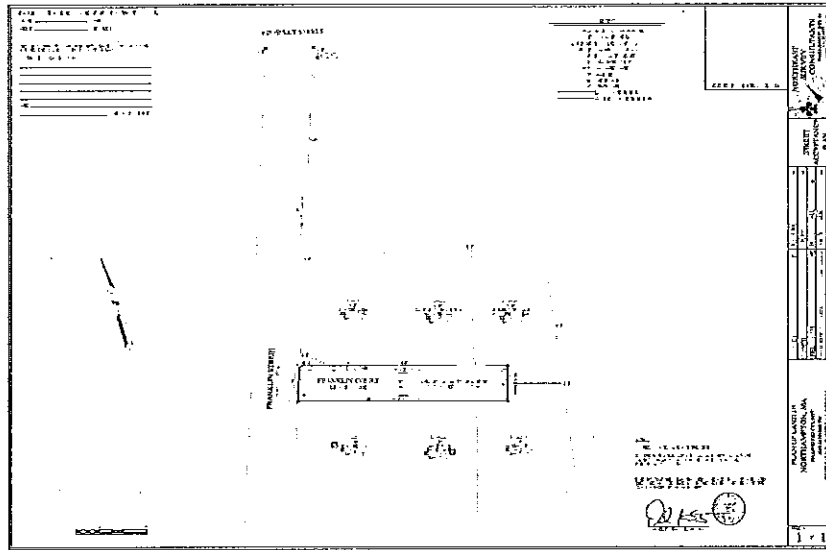
## ORDER OF TAKING

The undersigned, being the duly elected and sitting members of the City Council of the City of Northampton, in the Commonwealth of Massachusetts, acting under the authority of and in accordance with the provisions of General Laws of the Commonwealth, as from time to time amended, and more particularly Chapter 79,

and pursuant to the Order of the Northampton City Council, a true copy of which is attached hereto, does hereby take a perpetual easement for and on behalf of the Inhabitants of the City of Northampton over the parcels referenced below. The purpose of the taking hereunder is the laying out, establishing and accepting of a public way in and for the City of Northampton in accordance with Mass. Gen Laws ch. 82, and Northampton Code of Ordinances, § 285-31, et seq.

The parcels hereby taken are shown as "Franklin Court" on a plan entitled, "Plan of Land in Northampton, Massachusetts, Hampshire County, Surveyed for the City of Northampton," dated February 10, 2014, to be recorded herewith. The parcels are more particularly bounded and described as set forth on Exhibit A, attached hereto.

No damages shall be payable as a result of this taking and no betterment shall be assessed as a result of the laying out and acceptance of the public way herein.



Enrolled

Rules suspended, passed two readings and enrolled.

Glendale  
Avenue

The following order passed in second reading:

*In City Council, November 6, 2014*

Upon recommendation of the Mayor

*Ordered, that*

WHEREAS, a petition has been duly filed to layout and accept Glendale Avenue as a public way; and  
WHEREAS, the petition has been referred to the Planning Board and to the Board of Public Works; and  
WHEREAS, the Board of Public Works has held a duly noticed public hearing on the petition to layout and accept the public way; and  
WHEREAS, both the Planning Board and the Board of Public Works have recommended laying out and accepting Glendale Avenue as a public way;

NOW, THEREFORE, BE IT ORDERED

That the City Council authorizes the acquisition by gift, purchase, eminent domain or otherwise, an easement in and over the parcels of land shown as shown as "Glendale Avenue" on a plan entitled, "Plan of Land in Northampton, Massachusetts, Hampshire County, Surveyed for the City of Northampton," dated



August 6, 2013, for the purpose of laying out, establishing and accepting a public way thereon.

Further, that the City Council hereby lays out, establishes and accepts as a public way the parcels to be acquired hereunder.

And further, that no damages shall be payable as a result of the any taking authorized herein and no betterments shall be assessed as a result of the laying out, establishing and accepting such public way.

#### ORDER OF TAKING

The undersigned, being the duly elected and sitting members of the City Council of the City of Northampton, in the Commonwealth of Massachusetts, acting under the authority of and in accordance with the provisions of General Laws of the Commonwealth, as from time to time amended, and more particularly Chapter 79, and pursuant to the Order of the Northampton City Council, a true copy of which is attached hereto, does hereby take a perpetual easement for and on behalf of the Inhabitants of the City of Northampton over the parcels referenced below. The purpose of the taking hereunder is the laying out, establishing and accepting of a public way in and for the City of Northampton in accordance with Mass. Gen Laws ch. 82, and Northampton Code of Ordinances, § 285-31, et seq.

The parcels hereby taken are shown as "Glendale Avenue" on a plan entitled, "Plan of Land in Northampton, Massachusetts, Hampshire County, Surveyed for the City of Northampton," dated August 6, 2013, to be recorded herewith. The parcels are more particularly bounded and described as set forth on Exhibit A, attached hereto.

No damages shall be payable as a result of this taking and no betterment shall be assessed as a result of the laying out and acceptance of the public way herein.

#### EXHIBIT A

Beginning at a point marked by an iron pipe found, said point marks the southeasterly corner of a parcel, now or formerly Diane M. Murphy, et al as described in a deed recorded in Book 4323 Page 218, said point being located on the westerly side line of Prospect Street, said point being the northeasterly corner of the parcel herein described.

Thence running S 39°46'41" E along the westerly side line of said Prospect Street, a distance of 33.00 feet to a point, said point being the northeasterly corner of a parcel, now or formerly Dennis Carey, Mary Ellen Carey, Patrick P. Carey, and Mary T. Carey as described in a deed recorded in Book 6728 Page 278, said point being the southeasterly corner of the parcel herein described, thence;

S 50°13'19" W along the northerly line of land of said Carey, and along the northerly line of a parcel, now or formerly Christine Toomasi as described in a deed recorded in Book 11333 Page 267 a distance of 335.92 feet to a point, said point being located on the easterly sideline of a parcel, now or formerly City of Northampton as described in a deed recorded in Book 2407 Page 270, said point being the southwesterly corner of the parcel herein described, thence;

N 53°54'22" W along the easterly line of said City of Northampton, a distance of 34.03 feet to a point marked by an iron rod found, said point marks the southwesterly corner of a parcel, now or formerly LeeAnn Warner and Stuart Warner as described in a deed recorded in Book 11215 Page 134, said point being the northwesterly corner of the parcel herein described, thence;

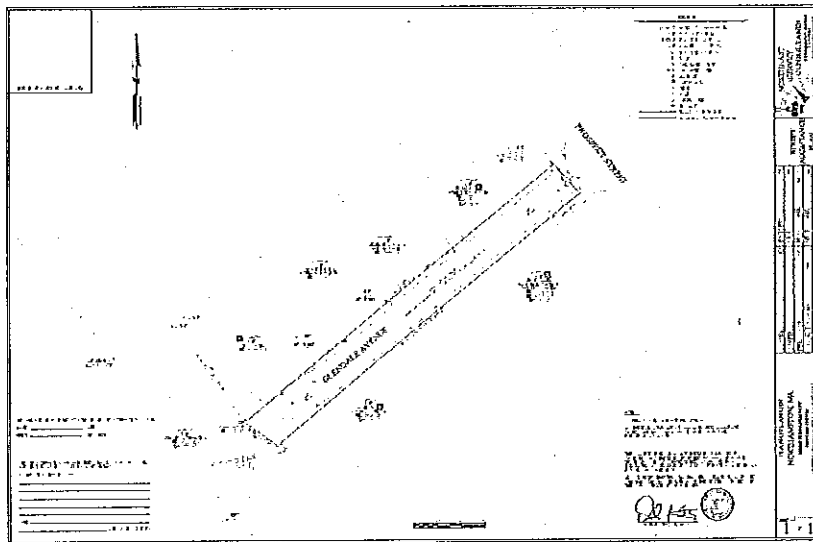
N50°13'19" E along the southerly line of said Warner, and along the southerly line of a parcel now or formerly Mary F. Knipe and Cynthia N. Consentino as described in a deed recorded in Book 4766 Page 272, and along the southerly line of a parcel

now or formerly Natalia E. Munoz and David A. Borden as described in a deed recorded in Book 7886 Page 72, and along the southerly line of said Murphy, a distance of 344.22 feet, to the point of beginning.

The above described parcel contains 11,222 square feet more or less, being depicted as Glendale Avenue, on a plan entitled, "Street Acceptance Plan, Plan of Land in Northampton MA, Hampshire County, prepared for The City of Northampton ", dated 08-06-2013. Prepared by Northeast Survey Consultants.

The basis of bearing being the Massachusetts Coordinate System NAD 83  
All Book and Page numbers recited are referenced to the Hampshire Registry District

Being a portion of the premises conveyed in the following deeds recorded in the Hampshire Registry of Deeds: Book 11215, Page 134, Book 4766, Page 272, Book 7886, Page 72, Book 4323, Page 218, Book 4599, Page 2 & Book 6728, Page 278, Book 11333, Page 267.



Enrolled

Rules suspended, passed two readings and enrolled.

Greeley Avenue

The following order passed in second reading:

*In City Council, November 6, 2014*

Upon recommendation of the Mayor

Ordered, that

WHEREAS, a petition has been duly filed to layout and accept Greeley Avenue as a public way; and

WHEREAS, the petition has been referred to the Planning Board and to the Board of Public Works; and

WHEREAS, the Board of Public Works has held a duly noticed public hearing on the petition to layout and accept the public way; and

WHEREAS, both the Planning Board and the Board of Public Works have recommended laying out and accepting Greeley Avenue as a public way;

NOW, THEREFORE, BE IT ORDERED

That the City Council authorizes the acquisition by gift, purchase, eminent domain or otherwise, an easement in and over the parcels of land shown as shown as

"Greeley Avenue" on a plan entitled, "Plan of Land in Northampton, Massachusetts, Hampshire County, Surveyed for the City of Northampton," dated February 10, 2014, for the purpose of laying out, establishing and accepting a public way thereon. Further, that the City Council hereby lays out, establishes and accepts as a public way the parcels to be acquired hereunder.

And further, that no damages shall be payable as a result of the any taking authorized herein and no betterments shall be assessed as a result of the laying out, establishing and accepting such public way.

#### **ORDER OF TAKING (Registry of Deeds)**

The undersigned, being the duly elected and sitting members of the City Council of the City of Northampton, in the Commonwealth of Massachusetts, acting under the authority of and in accordance with the provisions of General Laws of the Commonwealth, as from time to time amended, and more particularly Chapter 79, and pursuant to the Order of the Northampton City Council, a true copy of which is attached hereto, does hereby take a perpetual easement for and on behalf of the Inhabitants of the City of Northampton over the parcels referenced below. The purpose of the taking hereunder is the laying out, establishing and accepting of a public way in and for the City of Northampton in accordance with Mass. Gen Laws ch. 82, and Northampton Code of Ordinances, § 285-31, et seq.

The parcels hereby taken are shown as "Greeley Avenue" on a plan entitled, "Plan of Land in Northampton, Massachusetts, Hampshire County, Surveyed for the City of Northampton," dated February 10, 2014, to be recorded herewith. The parcels are more particularly bounded and described as set forth on Exhibit A, attached hereto.

No damages shall be payable as a result of this taking and no betterment shall be assessed as a result of the laying out and acceptance of the public way herein.

#### **EXHIBIT A**

Beginning at a point, said point marks the southeasterly corner of a parcel, now or formerly La Shonda Pettiford and Sara P. Rowan as described in a deed recorded in Book 6226 Page 117 of the Hampshire Registry District, said point being located on the westerly line of North Main Street, said point bearing N 41°46'05" E, a distance of 1.32 feet from iron pipe found, said point being the northeasterly corner of the parcel herein described;

S 41°08'56" E along the westerly line of North Main Street, a distance of 30.00 feet to an iron pipe found, said point marks the northeasterly corner of a parcel, now or formerly Greeley Avenue Condominium as described in a deed recorded in Book 6674 Page 55, said point being the southeasterly corner of the parcel herein described, thence;

S 48°51'04" W along said Greeley Avenue Condominium, land now or formerly Jeffrey B. & Helen T. Stauder as described in a deed recorded in Book 10029 Page 102 land now or formerly David G. Shelton as described in a deed recorded in Book 9478 Page 128, a distance of 241.81 feet to an iron rod found, said point marks the northeasterly sideline land now or formerly Peter & Diana Gazzillo Living Trust described in a deed recorded in Book 9982 Page 177, said point marks the southwesterly corner of the parcel herein described, thence;

N 41°08'56" W along said Gazzillo Living Trust, a distance of 30.00 feet to an iron rod set, said point marks the southwesterly corner of land now or formerly Michael E. & Jordana L. Willers as described in a deed recorded in Land Court Book 20 Page 89 as Document No. 16470, said point marks the northwesterly corner of the parcel herein described, thence;

N 48°51'04"E along said Willers and said Pettiford & Rowan, a distance of 241.81 feet to the point of beginning.

The above described parcel contains 7,254 square feet more or less, being depicted as Greeley Avenue on a plan entitled, "Street Acceptance Plan, Plan of Land in Northampton MA, Hampshire County, prepared for The City of Northampton ", dated 02-10-2014. Prepared by Northeast Survey Consultants.

The basis of bearing being the Massachusetts Coordinate System NAD 83. All Book and Page numbers recited are referenced to the Hampshire Registry District.

Being a portion of the premises conveyed in the following deeds recorded in the Hampshire Registry of Deeds: Book 6226, Page 117, Book 6674, Page 55, Book 10029, Page 102, Book 9478, Page 128, Book 9478, Page 128.

#### ORDER OF TAKING (Land Court)

The undersigned, being the duly elected and sitting members of the City Council of the City of Northampton, in the Commonwealth of Massachusetts, acting under the authority of and in accordance with the provisions of General Laws of the Commonwealth, as from time to time amended, and more particularly Chapter 79, and pursuant to the Order of the Northampton City Council, a true copy of which is attached hereto, does hereby take a perpetual easement for and on behalf of the Inhabitants of the City of Northampton over the parcels referenced below. The purpose of the taking hereunder is the laying out, establishing and accepting of a public way in and for the City of Northampton in accordance with Mass. Gen Laws ch. 82, and Northampton Code of Ordinances, § 285-31, et seq.

The parcels hereby taken are shown as "Greeley Avenue" on a plan entitled, "Plan of Land in Northampton, Massachusetts, Hampshire County, Surveyed for the City of Northampton," dated February 10, 2014, to be recorded herewith. The parcels are more particularly bounded and described as set forth on Exhibit A, attached hereto.

No damages shall be payable as a result of this taking and no betterment shall be assessed as a result of the laying out and acceptance of the public way herein.

#### EXHIBIT A

Beginning at a point, said point marks the southeasterly corner of a parcel, now or formerly La Shonda Pettiford and Sara P. Rowan as described in a deed recorded in Book 6226 Page 117 of the Hampshire Registry District, said point being located on the westerly line of North Main Street, said point bearing N 41°46'05" E, a distance of 1.32 feet from iron pipe found, said point being the northeasterly corner of the parcel herein described;

S 41°08'56" E along the westerly line of North Main Street, a distance of 30.00 feet to an iron pipe found, said point marks the northeasterly corner of a parcel, now or formerly Greeley Avenue Condominium as described in a deed recorded in Book 6674 Page 55, said point being the southeasterly corner of the parcel herein described, thence;

S 48°51'04" W along said Greeley Avenue Condominium, land now or formerly Jeffrey B. & Helen T. Stauder as described in a deed recorded in Book 10029 Page 102 and now or formerly David G. Shelton as described in a deed recorded in Book 9478 Page 128, a distance of 241.81 feet to an iron rod found, said point marks the northeasterly sideline land now or formerly Peter & Diana Gazzillo Living Trust described in a deed recorded in Book 9982 Page 177, said point marks the southwesterly corner of the parcel herein described, thence;

N 41°08'56" W along said Gazzillo Living Trust, a distance of 30.00 feet to an iron rod set, said point marks the southwesterly corner of land now or formerly Michael

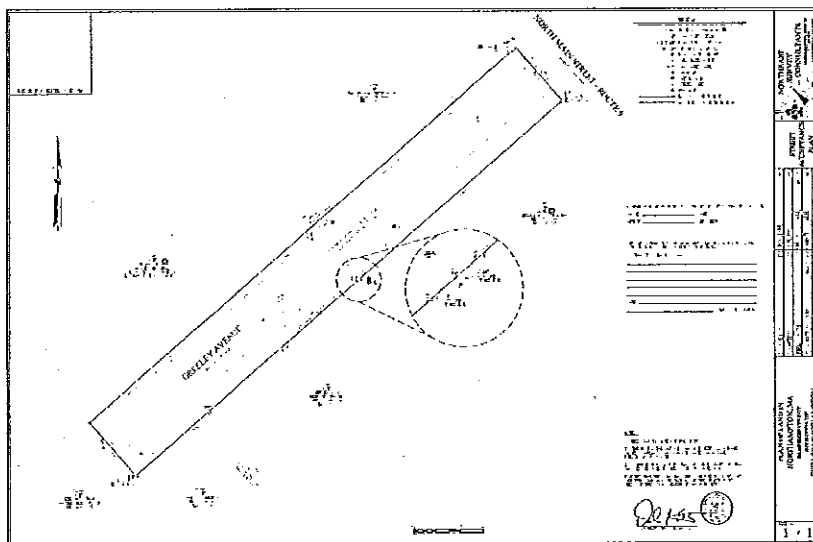
E. & Jordana L. Willers as described in a deed recorded in Land Court Book 20 Page 89 as Document No. 16470, said point marks the northwesterly corner of the parcel herein described, thence;

N 48°51'04"E along said Willers and said Pettiford & Rowan, a distance of 241.81 feet to the point of beginning.

The above described parcel contains 7,254 square feet more or less, being depicted as Greeley Avenue on a plan entitled, "Street Acceptance Plan, Plan of Land in Northampton MA, Hampshire County, prepared for The City of Northampton ", dated 02-10-2014. Prepared by Northeast Survey Consultants.

The basis of bearing being the Massachusetts Coordinate System NAD 83. All Book and Page numbers recited are referenced to the Hampshire Registry District.

Being a portion of the premises conveyed in Land Court: Cert # 2191, Doc # 16470.



Enrolled

Rules suspended, passed two readings and enrolled.

King Avenue

The following Order passed two readings:

*In City Council, November 6, 2014*

Upon recommendation of the Mayor

*Ordered, that*

WHEREAS, a petition has been duly filed to layout and accept King Avenue as a public way; and

WHEREAS, the petition has been referred to the Planning Board and to the Board of Public Works; and

WHEREAS, the Board of Public Works has held a duly noticed public hearing on the petition to layout and accept the public way; and

WHEREAS, both the Planning Board and the Board of Public Works have recommended laying out and accepting King Avenue as a public way;

NOW, THEREFORE, BE IT ORDERED

That the City Council authorizes the acquisition by gift, purchase, eminent domain or otherwise, an easement in and over the parcels of land shown as shown as "King

Avenue" on a plan entitled, "Plan of Land in Northampton, Massachusetts, Hampshire County, Surveyed for the City of Northampton," dated February 21, 2014, for the purpose of laying out, establishing and accepting a public way thereon. Further, that the City Council hereby lays out, establishes and accepts as a public way the parcels to be acquired hereunder.

And further, that no damages shall be payable as a result of the any taking authorized herein and no betterments shall be assessed as a result of the laying out, establishing and accepting such public way.

#### ORDER OF TAKING

The undersigned, being the duly elected and sitting members of the City Council of the City of Northampton, in the Commonwealth of Massachusetts, acting under the authority of and in accordance with the provisions of General Laws of the Commonwealth, as from time to time amended, and more particularly Chapter 79, and pursuant to the Order of the Northampton City Council, a true copy of which is attached hereto, does hereby take a perpetual easement for and on behalf of the Inhabitants of the City of Northampton over the parcels referenced below. The purpose of the taking hereunder is the laying out, establishing and accepting of a public way in and for the City of Northampton in accordance with Mass. Gen Laws ch. 82, and Northampton Code of Ordinances, § 285-31, et seq.

The parcels hereby taken are shown as "King Avenue" on a plan entitled, "Plan of Land in Northampton, Massachusetts, Hampshire County, Surveyed for the City of Northampton," dated February 21, 2014, to be recorded herewith. The parcels are more particularly bounded and described as set forth on Exhibit A, attached hereto.

No damages shall be payable as a result of this taking and no betterment shall be assessed as a result of the laying out and acceptance of the public way herein.

#### EXHIBIT A

Beginning at a point, said point marks the southwesterly corner of a parcel, now or formerly Peter M. Shebek as described in a deed recorded in Book 1438 Page 120 of the Hampshire Registry District, said point being located on the northerly line of Bardwell Street, said point bearing N 88°16'37" W, a distance of 186.33 feet from an granite bound found, said point being the southeasterly corner of the parcel herein described, thence;

N 88°16'37" W along said Bardwell Street, a distance of 20.00 feet, to a point, said point marks the southeasterly corner of a parcel, now or formerly William S. Hogan III as described in a deed recorded in Book 10444 Page 263 of the Hampshire Registry District, said point being located on the northerly line of Bardwell Street, said point bearing S 88°16'37" E, a distance of 57.49 feet from an iron pipe found, said point being the southwesterly corner of the parcel herein described, thence;

N 01°43'23" E along said Hogan, land now or formerly John E. & Ruthann Mahoney as described in a deed recorded in Book 1637 Page 233, and land now or formerly John E. & Ruthann Mahoney as described in a deed recorded in Book 1091 Page 53, a distance of 301.06 feet to a point, said point marks the westerly side line of land now or formerly Michael B. Flynn as described in a deed recorded in Book 11431 Page 329, said point being the northwesterly corner of the parcel herein described, thence;

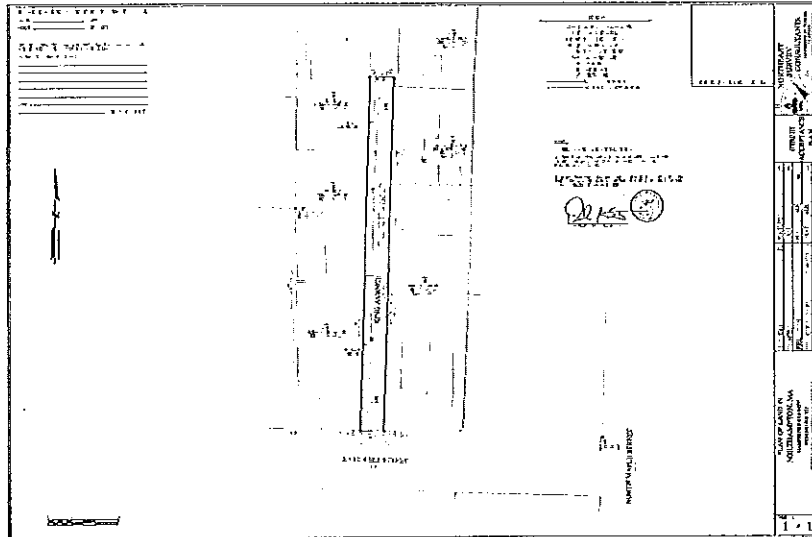
S 88°16'37" E through said Flynn, a distance of 20.00 to a point, said point being the northeasterly corner of the parcel herein described, thence;

S 01°43'23" W along said Flynn, land now or formerly Jason Benson & Elizabeth Royalty as described in a deed recorded in Book 9503 Page 35, and said Shebek, a distance of 301.06 feet to the point of beginning.

The above described parcel contains 6,021 square feet more or less, being depicted as King Avenue on a plan entitled, "Street Acceptance Plan, Plan of Land in Northampton MA, Hampshire County, prepared for The City of Northampton ", dated 02-21-2014. Prepared by Northeast Survey Consultants.

The basis of bearing being the Massachusetts Coordinate System NAD 83.

Being a portion of the premises conveyed in the following deeds recorded in the Hampshire Registry of Deeds: Book 10444, Page 263, Book 1637, Page 233, Book 1091, Page 53, Book 11431, Page 329, Book 9503, Page 35, Book 1438, Page 120.



Enrolled

Rules suspended, passed two readings and enrolled.

Service Center

In City Council, November 6, 2014

Upon recommendation of the Mayor

*Ordered, that*

WHEREAS, a petition has been duly filed to layout and accept Service Center as a public way; and

WHEREAS, the petition has been referred to the Planning Board and to the Board of Public Works; and

WHEREAS, the Board of Public Works has held a duly noticed public hearing on the petition to layout and accept the public way; and

WHEREAS, both the Planning Board and the Board of Public Works have recommended laying out and accepting Service Center as a public way;

NOW, THEREFORE, BE IT ORDERED

That the City Council authorizes the acquisition by gift, purchase, eminent domain or otherwise, an easement in and over the parcels of land shown as shown as "Service Center" on a plan entitled, "Plan of Land in Northampton, Massachusetts, Hampshire County, Surveyed for the City of Northampton," dated January 29, 2014, for the purpose of laying out, establishing and accepting a public way thereon.

Further, that the City Council hereby lays out, establishes and accepts as a public way the parcels to be acquired hereunder.

And further, that no damages shall be payable as a result of the any taking authorized herein and no betterments shall be assessed as a result of the laying out, establishing and accepting such public way.

**ORDER OF TAKING (Land Court)**

The undersigned, being the duly elected and sitting members of the City Council of the City of Northampton, in the Commonwealth of Massachusetts, acting under the authority of and in accordance with the provisions of General Laws of the Commonwealth, as from time to time amended, and more particularly Chapter 79, and pursuant to the Order of the Northampton City Council, a true copy of which is attached hereto, does hereby take a perpetual easement for and on behalf of the Inhabitants of the City of Northampton over the parcels referenced below. The purpose of the taking hereunder is the laying out, establishing and accepting of a public way in and for the City of Northampton in accordance with Mass. Gen Laws ch. 82, and Northampton Code of Ordinances, § 285-31, et seq.

The parcels hereby taken are shown as "Service Center" on a plan entitled, "Plan of Land in Northampton, Massachusetts, Hampshire County, Surveyed for the City of Northampton," dated January 29, 2014, to be recorded herewith. The parcels are more particularly bounded and described as set forth on Exhibit A, attached hereto.

No damages shall be payable as a result of this taking and no betterment shall be assessed as a result of the laying out and acceptance of the public way herein.

**EXHIBIT A**

Beginning at a point to be marked by a concrete bound found, said point marks the northeasterly corner of a parcel, now or formerly Jeffrey A. Dan & Tala R. Elia as described in a deed recorded in Book 10201 Page 242 of the Hampshire Registry District, said point being located on the westerly line of Pleasant Street, said point being an easterly corner of the parcel herein described, thence;

N 88°13'52" W along said Dan & Elia a distance of 54.73 feet, to a point, said point marks the northeasterly corner of a parcel, now or formerly Perry Smith as described in a deed recorded in Book 5322 Page 89, thence;

N 78°42'44" W along said Smith, a distance of 91.16 feet, to a point to be marked by concrete bound found, thence;

S 36°31'30" W along said Smith, and land now or formerly 36 Service Center Condominium Trust as described in master deed recorded in Book 3050 Page 261, as amended, a distance of 293.76 feet, to a point to be marked by concrete bound found, said point marks the northwesterly corner of a parcel, now or formerly Karl R. & Sharon K. Heston as described in a deed recorded in Book 9957 Page 21, thence;

S 36°32'59" W along said Heston, a distance of 157.32 feet, to a point, said point being located on the northerly sideline of Conz Street, said point marks the southeasterly corner of the parcel herein described, thence;

N 53°01'42" W along said Conz Street, a distance of 19.97 feet, to a point, said point being located at the southeasterly corner of land now or formerly Conz Street Professional Building Condominium Trust as described in master deed recorded in Land Court Book C2 Page 1 as Document No. 6488, said point marks the southwesterly corner of the parcel herein described, thence;

N 36°29'16" E along said Conz Street Professional Building Condominium Trust, a distance of 157.35 feet, to a point, said point being located at the northeasterly corner of said Conz Street Professional Building Condominium Trust, thence;

N 53°30'43" W along said Conz Street Professional Building Condominium Trust, a



distance of 20.00 feet to a point, said point witness by an iron pipe found, said pipe being .99 feet from said point, said point being located at the southeasterly corner of land now or formerly Service Properties Inc. as described in a deed recorded in Book 3094 Page 195, thence;

N 36°33'38" E along said Service Properties Inc., and land now or formerly Dimension Realty LLC, as described in a deed recorded in Book 5579 Page 106, a distance of 285.21 feet to a point, said point being located at the northeasterly corner of said Dimension Realty LLC, thence;

N 53°26'23" W along said Dimension Realty LLC, and land now or formerly Service Properties Inc., as described in a deed recorded in Book 3094 Page 195, a distance of 251.62 feet to a point, said point being located at a westerly corner of the parcel herein described, thence;

N 36°33'37" E along said Service Properties Inc., a distance of 40.00 feet to a point, said point being located at a northwesterly corner of the parcel herein described, thence;

S 53°26'14" E along said Service Properties Inc., land now or formerly Dimension Realty LLC, as described in a deed recorded in Book 5579 Page 104, and other land of Service Properties Inc., a distance of 266.25 feet to a point, thence;

S 84°52'26" E along said Service Properties Inc., a distance of 92.85 feet to a point, thence;

S 88°10'05" E along said Service Properties Inc., a distance of 43.52 feet to a point, said point being marked by a concrete bound found, said point being located on the westerly side line of Pleasant Street, thence;

Along Pleasant Street on a curve to the right, with an arc length of 51.22' and a radius of 2470.00, said curve has a chord bearing of S 10°51'46" E and a chord length of 51.22' to the point of beginning.

The above described parcel contains 32,414 square feet more or less, being depicted as Service Center on a plan entitled, "Street Acceptance Plan, Plan of Land in Northampton MA, Hampshire County, prepared for The City of Northampton", dated 01-29-2014. Prepared by Northeast Survey Consultants.

The basis of bearing being the Massachusetts Coordinate System NAD 83

Being a portion of the premises conveyed in Land Court: Book C2, Page 1, Doc # 6488.

#### **ORDER OF TAKING (Registry of Deeds)**

The undersigned, being the duly elected and sitting members of the City Council of the City of Northampton, in the Commonwealth of Massachusetts, acting under the authority of and in accordance with the provisions of General Laws of the Commonwealth, as from time to time amended, and more particularly Chapter 79, and pursuant to the Order of the Northampton City Council, a true copy of which is attached hereto, does hereby take a perpetual easement for and on behalf of the Inhabitants of the City of Northampton over the parcels referenced below. The purpose of the taking hereunder is the laying out, establishing and accepting of a public way in and for the City of Northampton in accordance with Mass. Gen Laws ch. 82, and Northampton Code of Ordinances, § 285-31, et seq.

The parcels hereby taken are shown as "Service Center" on a plan entitled, "Plan of Land in Northampton, Massachusetts, Hampshire County, Surveyed for the City of Northampton," dated January 29, 2014, to be recorded herewith. The parcels are

more particularly bounded and described as set forth on Exhibit A, attached hereto.

No damages shall be payable as a result of this taking and no betterment shall be assessed as a result of the laying out and acceptance of the public way herein.

#### EXHIBIT A

Beginning at a point to be marked by a concrete bound found, said point marks the northeasterly corner of a parcel, now or formerly Jeffrey A. Dan & Tala R. Elia as described in a deed recorded in Book 10201 Page 242 of the Hampshire Registry District, said point being located on the westerly line of Pleasant Street, said point being an easterly corner of the parcel herein described, thence;

N 88°13'52" W along said Dan & Elia a distance of 54.73 feet, to a point, said point marks the northeasterly corner of a parcel, now or formerly Perry Smith as described in a deed recorded in Book 5322 Page 89, thence;

N 78°42'44" W along said Smith, a distance of 91.16 feet, to a point to be marked by concrete bound found, thence;

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S 36°32'59" W along said Heston, a distance of 157.32 feet, to a point, said point being located on the northerly sideline of Conz Street, said point marks the southeasterly corner of the parcel herein described, thence;

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N 53°30'43" W along said Conz Street Professional Building Condominium Trust, a distance of 20.00 feet to a point, said point witness by an iron pipe found, said pipe being .99 feet from said point, said point being located at the southeasterly corner of land now or formerly Service Properties Inc. as described in a deed recorded in Book 3094 Page 195, thence;

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N 36°33'37" E along said Service Properties Inc., a distance of 40.00 feet to a point, said point said point being located at a northwesterly corner of the parcel herein

described, thence;

S 53°26'14" E along said Service Properties Inc., land now or formerly Dimension Realty LLC, as described in a deed recorded in Book 5579 Page 104, and other land of Service Properties Inc, a distance of 266.25 feet to a point, thence;

S 84°52'26" E along said Service Properties Inc., a distance of 92.85 feet to a point, thence;

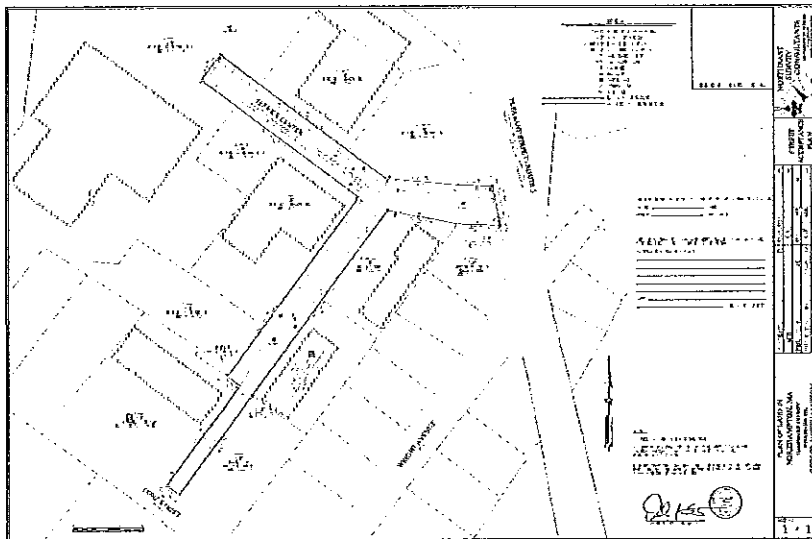
S 88°10'05" E along said Service Properties Inc., a distance of 43.52 feet to a point, said point being marked by a concrete bound found, said point being located on the westerly side line of Pleasant Street, thence;

Along Pleasant Street on a curve to the right, with an arc length of 51.22' and a radius of 2470.00, said curve has a chord bearing of S 10°51'46" E and a chord length of 51.22' to the point of beginning.

The above described parcel contains 32,414 square feet more or less, being depicted as Service Center on a plan entitled, "Street Acceptance Plan, Plan of Land in Northampton MA, Hampshire County, prepared for The City of Northampton ", dated 01-29-2014. Prepared by Northeast Survey Consultants.

The basis of bearing being the Massachusetts Coordinate System NAD 83

Being a portion of the premises conveyed in the following deeds recorded in the Hampshire Registry of Deeds: Book 3094, Page 195, Book 5579, Page 104, Book 3094, Page 195, Book 5579, Page 106, Book 9957, Page 21, Book 3235, Page 331, Book 5322, Page 89, Book 10201, Page 242.



Enrolled

Rules suspended, passed two readings and enrolled.

ORDERS AND  
ORDINANCES

*Councilor O'Donnell moved to approve the following orders as a group in second reading; Councilor Sciarra seconded the motion.*

Mayor David J. Narkewicz's Administrative Orders for City Government  
(2<sup>nd</sup> Reading)

14.255 Order: Establish Conservation Commission (2<sup>nd</sup> Reading)

- 14.256 Order: Establish Historical Commission (2<sup>nd</sup> Reading)
- 14.257 Order: Establish Historic District Commission (2<sup>nd</sup> Reading)
- 14.258 Order: Establish Municipal Affordable Housing Trust Fund (2<sup>nd</sup> Reading)

*The motion to approve in second reading was approved on a Roll Call Vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight & Murphy).*

The Following Order passed in City Council:

**City of Northampton**  
MASSACHUSETTS

*In City Council, November 20, 2014*

Upon recommendation of the Mayor

*Ordered, that*

- WHEREAS, St. 2012, c. 277, §2 requires that no later than September 30, 2014, the Mayor shall promulgate a series of administrative orders providing for the organization of city government into agencies; and
- WHEREAS, Section 6-1 of the Charter of the City of Northampton requires such proposed administrative orders and an explanatory message be submitted to the City Council, and that the City Council hold one or more public hearings on the proposed orders; and
- WHEREAS, on September 30, 2014, the Mayor submitted such proposed administrative orders and an explanatory message to the City Council, and the City Council has held two duly noticed public hearings on the proposed administrative orders.

NOW, THEREFORE, BE IT ORDERED

That the City Council approves the, "*Administrative Code of the City of Northampton*".



**Administrative Code of the City of Northampton**  
**Mayor David J. Narkewicz**  
**September 30, 2014**

**Part I. Administrative Organization**

- 1.0 Office and Standards**
  - 1.01 Generally
  - 1.02 Coordination of Operations
  - 1.03 Department Heads
  - 1.04 Staffing
  - 1.05 Bonds
  - 1.06 Oath of Office
  - 1.07 Setting Charges and Fees
- 2.0 Administration and Finance Division**
  - 2.01 Office of the Mayor
  - 2.02 City Solicitor
  - 2.03 Central Services Department
  - 2.04 Office of the City Clerk
  - 2.05 Human Resources Department
  - 2.06 Information Technology

2.07 Office of Planning & Sustainability

**Finance**

- 2.08 Finance Director
- 2.09 Office of the Assessor
- 2.10 Office of the Auditor
- 2.11 Office of the City Collector
- 2.12 Office of the Treasurer

**3.0 Health and Human Services Division**

- 3.01 Health Department
- 3.02 Department of Veterans' Services

**4.0 Cultural and Recreational Services Division**

- 4.01 Arts and Culture Department
- 4.02 Parks and Recreation Department
- 4.03 Senior Services

**5.0 Public Safety Division**

- 5.01 Building Department
- 5.02 Fire/Rescue Department
- 5.03 Police Department
- 5.04 Public Safety Communications Center

**6.0 Public Works Division**

- 6.01 Department of Public Works

**7.0 Other Municipal Positions**

- 7.01 Fence Viewer
- 7.02 Weighers of Coal
- 7.03 Weighers of Hay

**Part II. Multiple-Member Appointive Organization**

**1.0 Office and Standards**

- 1.01 Generally
- 1.02 Multiple-Member Bodies
- 1.03 Method of Appointment; Removal; Term of Office
- 1.04 Oath of Office
- 1.05 Meetings
- 1.06 Meeting Documents and Submissions; Rules and Regulations
- 1.07 Quorum
- 1.08 Residency
- 1.09 Multiple-Member Body Internal Organization
- 1.10 Setting Charges and Fees
- 1.11 Authority to Establish Subcommittees
- 1.12 Authority of Multiple-Member Bodies

**2.0 Agricultural Commission**

**3.0 Almoners, Board of**

**4.0 Arts Council**

**5.0 Assessors, Board of**

**6.0 Central Business Architecture Committee**

**7.0 Community Preservation Committee**

**8.0 Conservation Commission**

- 9.0 Council on Aging
- 10.0 Disability Commission
- 11.0 Energy & Sustainability Commission
- 12.0 Health, Board of
- 13.0 Historical Commission
- 14.0 Housing Partnership
- 15.0 Human Rights Commission
- 16.0 License Commission
- 17.0 Municipal Affordable Housing Trust Fund Board of Trustees
- 18.0 Parks and Recreation Commission
- 19.0 Planning Board
- 20.0 Public Works Commission
- 21.0 Redevelopment Authority
- 22.0 Registrars, Board of
- 23.0 Public Shade Tree Commission
- 24.0 Transportation & Parking Commission
- 25.0 Trust Fund Committee
- 26.0 Youth Commission
- 27.0 Zoning Board of Appeals

## **Part I. Administrative Organization**

### **1.0 Office and Standards**

#### **1.01 Generally**

All agencies shall be under the jurisdiction of the mayor and are described in this part of the administrative code. The description of agencies delineates the mission and functions of each agency and broadly highlights their authorities and responsibilities.

#### **1.02 Coordination of Operations**

The mayor coordinates administration, finance, operations, and public safety activities by meeting regularly to discuss and coordinate activities to assure appropriate delivery of municipal services and to mitigate duplication of services where possible. The mayor develops action programs, evaluates program completion, and reviews management, financial, personnel, and legal issues. Significant attention is paid towards coordination of work programs, so as to ensure minimal work disruption and efficient service delivery. The delivery of service to the public requires coordination and cooperation among the various divisions, departments, and programs within the city. Department heads identify those areas of concern where the various agencies can assist each other in the accomplishment of their mission.

### **1.03 Department Heads**

Each department head shall perform all duties required of their office or position by state law, the charter, the administrative code, and the ordinances of the city, and such other duties as may be required by the mayor. The officers and department heads shall: be immediately responsible to the mayor for the effective administration of their respective departments and all activities assigned thereto; utilize sound practices and keep informed as to the latest practices in their particular fields and implement, with the approval of the mayor, such new practices as appear to be of the benefit and service to the public; submit annual reports of the activities of their department to the mayor; establish and maintain systems of filing and indexing records and reports in sufficient detail to furnish all information necessary for proper control of department activities and to form a basis for the periodic reports to the mayor; supervise all subordinates under them; be responsible for the proper maintenance of all city property and equipment used in their departments.

### **1.04 Staffing**

Each department shall consist of such administrative, clerical, maintenance, and technical staff that may be authorized by the mayor and subject to budget appropriation and, where required, confirmation by the city council.

### **1.05 Bonds**

Officials required by state law shall each, before entering upon the duties of their respective offices, give a good and sufficient surety company bond to the city, duly approved by the city solicitor, and conditioned upon the faithful performance and discharge of their respective duties and the proper application and payment of all money or property coming into their hands by virtue of their offices. The city shall pay the cost of each official bond. Official bonds of city officers shall be in the custody of the city auditor.

### **1.06 Oath of Office**

Any non-elected city officer required to take an oath of office shall have it administered by the mayor.

### **1.07 Setting Charges and Fees**

Any city office authorized to issue a license, permit, certificate, or to render a service or perform work for a person or class of persons, may, from time to time, fix reasonable fees for all such licenses, permits, service or work in accordance with Mass. Gen. Laws c. 40, § 22F.

## **2.0 Administration and Finance Division**

### **2.01 Office of the Mayor**

#### **Established**

There shall be an office of the mayor under the supervision of a mayor elected by the voters of Northampton.

#### **Authorities and Responsibilities**

The office of the mayor supports the chief executive officer in carrying out the duties set forth in article 3 of the charter. The office oversees housing, community development block grant, and economic development. The mayor's executive assistant serves as staff to the license commission.

### **2.02 City Solicitor**

Established

The city solicitor shall be appointed by the mayor, subject to confirmation by the city council, and shall serve as legal counsel to the mayor and the City of Northampton. Employment of the city solicitor shall be on such terms and conditions as designated by the mayor. In no event shall the mayor extend the contract of the city solicitor beyond the term of office that the mayor is currently serving.

Authorities and Responsibilities

The city solicitor shall be admitted to practice as an attorney in the courts of this commonwealth and the U.S. District Court for the District of Massachusetts. The city solicitor shall hold no other office under the city government while under contract with the municipality as its solicitor, except for those specifically permitted by ordinance. The city solicitor shall provide the city with legal services and, with consent of the mayor, may advise any officer or department head of the city on any question of law connected with the discharge of his or her official duties. The city solicitor shall oversee the legal services budget including the hiring of outside counsel as required. The city solicitor and any outside counsel shall be paid from the city's legal services budget subject to appropriation by the city council.

## **2.03 Central Services Department**

Established

There shall be a central services department under the supervision of a director.

Authorities and Responsibilities

The central services department shall be responsible for the care and maintenance of all municipal property and all municipal buildings, including the contents thereof, with the exception of parks, recreation and conservation land, and smith vocational and agricultural high school. The department shall coordinate all construction projects for city buildings and other facilities under the department's jurisdiction. The department shall be responsible for the maintenance, operation, and repair of all parking meters on public ways and in all off-street public parking areas and garages. The department shall be responsible for snow removal in all off-street public parking areas and garages.

## **2.04 Office of the City Clerk**

Established

There shall be an office of the city clerk under the supervision of a city clerk elected by the voters of Northampton.

Authorities and Responsibilities

The city clerk is the keeper of all vital records and statistics of the city and of ancient and public records. The city clerk is responsible for all aspects of elections in accordance with federal, state and local laws. The city clerk serves as a member of the board of registrars and shall carry out the provisions of MGL c. 51. The city clerk is the custodian of the city seal. The city clerk administers the oath of office to elected officers and appointed members of multiple member bodies. The city clerk posts meeting notices as required by Massachusetts general law. The city clerk issues such licenses and permits as may be provided by law. The city clerk records all business related filings, including state and federal tax liens, uniform commercial code filings, and business name registration. The city clerk receives notice of claims and transmits these claims to the city solicitor. There shall be an assistant city clerk whose certification or attestation shall have the same effect as that of the city clerk.

## **2.05 Human Resources Department**

Established

There shall be a human resources department under the supervision of a director.



Authorities and Responsibilities

The human resources department administers the classification and compensation plans, collective bargaining agreements and personnel policies. The department provides advice and assistance to the mayor and departmental managers on personnel matters, including position classification and compensation levels, employee relations, recruitment, training, employee grievances and discipline. The department establishes uniform personnel practices and procedures. The department coordinates affirmative action and equal opportunity programs, ensures compliance with the fair labor standards act, and administers insurance programs.

**2.06 Information Technology Department**

Established

There shall be an information technology department under the supervision of a director.

Authorities and Responsibilities

The information technology department provides computer hardware and software acquisition, networking, maintenance, and support to all city departments. It is further responsible for computer supplies management, desktop publishing and data communications. The department shall be responsible for systems development and planning, systems modification and enhancement, operations, central services, and management and administration of the hardware and software for the geographic information system. The department is responsible for computer training and the official city website. The department is the central depository for all electronic information.

**2.07 Office of Planning & Sustainability**

Established

There shall be an office of planning and sustainability under the supervision of a director.

Authorities and Responsibilities

The office of planning and sustainability identifies and implements the city's vision for sustainable land use and growth. The office performs comprehensive and strategic planning, demographic and policy analysis, historic planning and preservation, open space and recreation planning and implementation, sustainable transportation planning and implementation, and environmental project implementation. The office manages the land use and environmental permitting process.

The office provides administrative, clerical and technical support to the planning board, conservation commission, zoning board of appeals, historic district commission, central business architecture committee, agricultural commission, and the community preservation committee.

**Finance Division**

**2.08 Finance Director**

Established

The finance director shall be appointed by the mayor, subject to confirmation by the city council.

Authorities and Responsibilities

The finance director shall oversee the finance division and provide financial management and analysis to the city. The finance director assists the mayor in development of the annual city budget and coordinates the annual capital

improvement program and tax rate setting process. The finance director supervises and recommends to the mayor the appointment of finance division department heads and staff.

## **2.09 Office of the Assessor**

### Established

There shall be an office of the assessor under the supervision of a principal assessor.

### Authorities and Responsibilities

The office of the assessor is responsible for the full and fair market valuation of real and personal property as of January 1 every year for the purposes of levying property taxes. The office shall maintain a database on each parcel of property including name and address of the owner, measurements of the land and a description of any structures, as well as their quality and condition. The office of the assessor conducts a city-wide revaluation and re-certification with the Department of Revenue every three years. The office of the assessor is also responsible for the annual submission of the tax rate recapitulation sheet to the Department of Revenue. The office of the assessor also has the authority to grant abatements and exemptions to tax payers, upon a vote of the board of assessors.

The office provides administrative, clerical and technical support to the board of assessors.

## **2.10 Office of the Auditor**

### Established

There shall be an office of the city auditor under the supervision of an auditor.

### Authorities and Responsibilities

The office of the auditor produces financial reports of revenues and expenditures. The office examines the books and accounts of all city agencies entrusted with the receipt, custody or expenditure of funds, and all original bills and vouchers on which funds have been or may be paid from the city treasury. The city auditor verifies the cash balance of the city treasury and reviews the bank reconciliations. The office examines all bills, drafts, orders and payrolls, and, if found correct, draws a warrant upon the treasury for their payment. The office disallows or refuses to approve for payment any claim found to be fraudulent, unlawful or in excess of budget. The department, at the close of the fiscal year, compiles statements showing the amounts appropriated, and the amounts expended and encumbered from each appropriations during the preceding fiscal year.

The office of the auditor acts as the procurement agent for the city through the position of chief procurement officer. The chief procurement officer ensures the process for acquisition and disposal of goods and services will be conducted in accordance with state law.

## **2.11 Office of the City Collector**

State law reference c. 41 § 38A

### Established

There shall be an office of the city collector under the supervision of a collector.

### Authorities and Responsibilities

The office of the city collector collects and enforces the collection of committed taxes, betterments and other amounts as provided by law. The office certifies as to the existence of municipal liens, and counts and records parking meter receipts. The office supervises and coordinates the enforcement and processing of parking violations, including the duties set forth in MGL c. 90 § 20A ½.

## **2.12 Office of the Treasurer**

### Established

There shall be an office of the treasurer under the supervision of a treasurer.

Authorities and Responsibilities

The treasurer manages the city's cash and is responsible for the deposit, investment and disbursement of city funds. The treasurer is authorized to issue debt on behalf of the city upon approval of the city council and prepares for the sale of long term bonds by working with the city's financial advisor, bond counsel and the mayor and finance director. The treasurer establishes and maintains an efficient cash management system including maintenance of the city's cashbook and determines the cash flow needs of the city by timing investments to ensure maximum yield for interest and planning when borrowing may need to occur. The treasurer is the custodian of all tax title accounts and prepares and maintains all deeds, conducts sales of land and property and prepares documents for foreclosures.

The city treasurer shall be the treasurer of the city's retirement board. The treasurer provides administrative, clerical and technical support to the board of almoners and trust fund committee.

**3.0 Health and Human Services Division**

**3.01 Health Department**

Established

There shall be a health department under the supervision of a director.

Authorities and Responsibilities

The health department is responsible for protecting and strengthening public health in the city. The department acts as the agent of the board of health in enforcing all related regulations of the Commonwealth of Massachusetts, all related ordinances and regulations of the city of Northampton, and shall perform any other duties which it may be assigned by state or federal statute, state or federal regulation, or city ordinance or regulation.

The department provides administrative, clerical and technical support to the board of health.

**3.02 Department of Veterans' Services**

State law reference c. 115 § 10

Established

There shall be a department of veterans' services under the supervision of a director.

Authorities and Responsibilities

The department of veterans' services shall provide assistance to veterans and/or dependents in obtaining benefits from federal, state and local programs for veterans and/or their dependents. The department provides outreach, counseling, medical, employment and other support services.

**4.0 Cultural and Recreational Services Division**

**4.01 Arts and Culture Department**

Established

There shall be an arts and culture department under the supervision of a director.

Authorities and Responsibilities

The arts and culture department works to fund, promote and present high-quality, community-based arts programming for the benefit of artists, residents and visitors to the City of Northampton. The department works with the arts council to perform tasks assigned to local cultural councils under MGL c. 10, § 58, or successor statutes. The department coordinates the paradise city cultural district under MGL c.

10 § 58A. The department serves as the city's liaison to local, regional, and statewide arts and culture organizations.

The department provides administrative, clerical and technical support to the arts council.

#### **4.02 Parks and Recreation Department**

##### Established

There shall be a parks and recreation department under the supervision of a director.

##### Authorities and Responsibilities

The parks and recreation department is responsible for the establishment, coordination and implementation of community recreation programs. The department oversees programmatic use of parks and recreation facilities.

The department provides administrative, clerical and technical support to the parks and recreation commission.

#### **4.03 Senior Services**

##### Established

There shall be a senior services department under the supervision of a director.

##### Authorities and Responsibilities

Senior services operates the city's senior center to provide services for the enjoyment of residents aged 55 or older within the city. The department is responsible for outreach to seniors in the community. The department develops health, cultural and recreational programs for seniors. The director serves as the city's Americans with Disabilities Act (ADA) coordinator.

The department provides administrative, clerical and technical support to the council on aging and the disability commission.

#### **5.0 Public Safety Division**

##### **5.01 Building Department**

State law reference c. 143 § 3

##### Established

There shall be a building department under the supervision of a building commissioner.

##### Authorities and Responsibilities

The building department provides services related to public safety, environmental, and quality of life concerns. The department is responsible for building, plumbing, electrical, and gas inspections. The department reviews plans, issues permits, conducts inspections, enforces zoning ordinances and investigates complaints. The sealer of weights and measures, inspector of wires, and inspector of gas piping and gas appliances, appointed by the mayor to carry out the duties set forth in MGL c. 41 § 85, MGL c. 166 § 32-34, and MGL c.143 § 3(O) respectively, shall be employees of the department. All permits issued, inspections made and enforcement conducted by the department shall be in accordance with governing provisions of Massachusetts General Law, Code of Massachusetts Regulations and city ordinances.

##### **5.02 Fire/Rescue Department**

##### Established

There shall be a fire/rescue department under the supervision of a fire chief.

#### Authorities and Responsibilities

The fire/rescue department provides fire, rescue and emergency medical services to the city. The department investigates the causes of all fires and provides written reports of all suspected arson, inspects all buildings and structures as provided for by the state fire code, and provides for the issuance and renewal of certificates of occupancy.

### **5.03 Police Department**

#### Established

There shall be a police department under the supervision of a police chief.

#### Authorities and Responsibilities

The police department is responsible for the protection of life and property, the preservation of peace, order and safety, the safeguarding of constitutional guarantees, the prevention of crime, and the detection and arrest of offenders. The department investigates incidents and is empowered to enforce laws and ordinances. The police department shall act as the agent of the Northampton license commission under the provisions of MGL c. 138, § 63, as amended.

### **5.04 Public Safety Communications Center**

#### Established

There shall be a public safety communications center under the supervision of a director.

#### Authorities and Responsibilities

The public safety communications center is responsible for the receipt and appropriate dispatch of all public safety service requests including, but not limited to, calls for police, fire, emergency medical services or animal control services. The center is responsible for the operation and implementation of the city's reverse 911 notification system and provides twenty-four (24) hour a day, seven (7) day a week communications.

## **6.0 Public Works Division**

### **6.01 Department of Public Works**

#### Established

There shall be a department of public works under the supervision of a director.

#### Authorities and Responsibilities

The department of public works is responsible for design, engineering, maintenance and repair of all public works infrastructure. The department shall be made up of the following divisions: administration; engineering; highways; solid waste; water; and wastewater. The city's tree warden, appointed by the mayor to carry out the duties set forth in MGL c. 87, shall be an employee of the department. The department oversees the city's enterprise funds for water, sewer, stormwater, and solid waste and is responsible for billing. In consultation with the public works commission, the department makes annual recommendations to the mayor for water and sewer rates which shall be subject to the approval of the city council.

The department provides administrative, clerical and technical support to the public works commission, public shade tree commission and the transportation and parking commission.

## **7.0 Other Municipal Positions**

### **7.01 Fence Viewer**

State law reference c. 49 § 1

Established

The mayor, subject to confirmation by the city council, and shall annually appoint two or more fence viewers, to hold office for one year and until successors are qualified.

Authorities and Responsibilities

The fence viewer shall perform all tasks assigned under MGL c. 49.

**7.02 Weighers of Coal**

State law reference c. 94 § 238

Established

The mayor shall annually appoint weighers of coal.

Authorities and Responsibilities

The weighers of coal shall perform all tasks assigned under MGL c. 94 § 238.

**7.03 Weighers of Hay**

State law reference c. 94 § 236

Established

The mayor shall appoint weighers of hay for a term not to exceed one year.

Authorities and Responsibilities

The weighers of hay shall perform all tasks assigned under MGL c. 94 § 236.

**Part II. Multiple-Member Appointive Organization**

**1.0 Office and Standards**

**1.01 Generally**

This part of the administrative code describes all multiple-member bodies whose members are appointed by the mayor, and further delineates manner and time of appointment, terms of appointment generally and authorities and responsibilities. The city's representatives to regional governmental boards and committees shall, unless the law establishing such a committee provides otherwise, be appointed by the mayor.

**1.02 Multiple-Member Bodies**

The mayor may, by administrative order, reorganize, consolidate, create, merge, divide, or abolish multiple-member bodies of the city. Administrative orders establishing multiple-member bodies shall specify the following: membership, term of office and authorities and responsibilities. Multiple-member bodies are city agencies as that term is defined in the charter.

**1.03 Method of Appointment; Removal; Term of Office**

The mayor appoints all members of multiple-member bodies subject to confirmation by the city council as provided in the city charter section 2-10. Unless otherwise provided by law or administrative order, the terms of office of multiple-member bodies are arranged so that one-third of the terms or as nearly that number as may be possible, shall expire each year; vacancies are filled in the same manner of appointment for the remainder of the term. Unless otherwise provided by law, the length of term shall be three years and appointments shall be effective on the first day of July and shall expire the last day of June. Members may be removed by the mayor for such cause as the mayor deems sufficient.

#### **1.04 Oath of Office**

All members of multiple-member bodies shall take the oath of office within four weeks of their appointment and must take the oath of office prior to entering upon the duties of their office. The city clerk shall administer the oath of office.

#### **1.05 Meetings**

All appointed multiple-member bodies of the city shall meet regularly at the times and places that the body, by its own rules, shall prescribe. Special meetings of any multiple-member body shall be held on the call of the chair or by a majority of the members of the body. Notice of the meeting shall be posted as required by law. Except as may otherwise be authorized by law, all meetings of all multiple-member bodies shall at all times be open to the public. Meetings shall provide a reasonable opportunity for residents to offer public comment.

#### **1.06 Meeting Documents and Submissions; Rules and Regulations**

Each appointed multiple-member body shall determine its own rules and order of business within the bounds of this code. Each multiple-member body shall provide for the keeping of agenda, minutes and related submissions of its proceedings. All such documents shall be a public record and certified copies shall be placed on file in the office of the city clerk within 15 days of approval.

#### **1.07 Quorum**

A majority of all voting members of a multiple-member body constitute a quorum unless some other number is provided by law or by ordinance. No multiple-member body shall meet in absence of a quorum. The city has accepted remote participation as an option for meeting participation, which shall be exercised in accordance with 940 CMR 29.10.

#### **1.08 Residency**

Unless otherwise allowed by law, regulation, charter or administrative code, all members of multiple-member bodies shall be residents of the city at all times during that member's term of office. If a member of a multiple-member body removes from the city during the term for which appointed, such seat shall immediately be deemed vacant and shall be filled under section 3-3 of the charter.

#### **1.09 Multiple-Member Body Internal Organization**

Each multiple-member body shall annually elect from its membership, a chair, vice-chair and clerk, and such other officer or officers as are deemed necessary or as is required by law. The annual election shall occur at the first regular meeting after July 1. The mayor and city clerk shall be notified of the officers of each body upon their election. The chair shall preside over all meetings of the multiple-member body, and is the official representative of the multiple-member body in all proceedings before the city council and other officials in the city. The vice-chair performs the chair's functions in the absence of the chair. The clerk is responsible for the certification of the multiple-member body's meeting minutes, and observance of the open meeting law.

#### **1.10 Setting Charges and Fees**

Any multiple-member body authorized to issue a license, permit, certificate, or to render a service or perform work for a person or class of persons, may, from time to time, fix reasonable fees for all such licenses, permits, service or work in accordance with MGL c. 40, § 22F.

#### **1.11 Authority to Establish Subcommittees**

Each multiple-member body may, by a majority vote of its membership, establish subcommittees of the multiple-member body for the purpose of addressing a particular issue or issues. A report of their activities shall regularly be made to the full multiple-member body. Each subcommittee so established shall observe laws relevant to the keeping of public records, the open meeting law, and any other applicable law, charter or administrative order.

### **1.12 Authority of Multiple-Member Bodies**

Multiple-member bodies may be:

Advisory: Whercin the body has no legal authority to promulgate rules or regulations, decide individual cases or enact policy; or

Regulatory: Wherein the body has legal authority to promulgate rules and regulations, set charges and fees, decide individual cases and enact policy; or

Adjudicatory: Wherein the body has legal authority to hear and decide the rights and obligations of individual applicants.

Multiple-member bodies may be combinations of advisory, regulatory, and adjudicatory.

## **2.0 Agricultural Commission**

### Established

There shall be an agricultural commission, consisting of seven members as follows: 4 members whose prime source of income is derived from farming or agricultural-based enterprises; and 3 members who have small or medium-sized farms, own agricultural land, no more than one representative of an agriculture-related organization, and/or those who have been nominated by 10 farmers. Members are not required to have residency in Northampton provided they own or manage agricultural land in the city.

### Authorities and Responsibilities

The agricultural commission shall serve as facilitators for encouraging the pursuit of agriculture in Northampton; promote agricultural-based economic opportunities in the city; act as mediators, advocates, educators, and/or negotiators on farming issues; work for preservation of prime agricultural lands; and pursue all initiatives appropriate to creating a sustainable agricultural community.

The agricultural commission is an advisory multiple-member body of the city.

## **3.0 Almoners, Board of**

### Established

There shall be a board of almoners consisting of five members.

### Authorities and Responsibilities

The board of almoners shall responsibly oversee the accounting and expenditure of funds from the account the will of the late Whiting Street, and shall hear applications on requests for funds.

The board of almoners is an advisory and adjudicatory multiple-member body of the city.

## **4.0 Arts Council**

State law reference -- c. 10 § 58

### Established

There shall be an arts council consisting of fifteen voting members.



Authorities and Responsibilities

The arts council works to fund, promote and present high-quality, community-based arts programming for the benefit of artists, residents and visitors to the city of Northampton. The arts council shall also perform all other tasks assigned to local cultural councils under MGL c. 10, § 58, or successor statutes.

The arts council is an advisory, regulatory and adjudicatory multiple-member body of the city.

**5.0 Assessors, Board of**

State law reference c. 41 § 24

Established

There shall be a board of assessors consisting of three members, one member of which shall be the principal assessor.

Authorities and Responsibilities

The board of assessors is responsible for the full and fair market valuation of real and personal property as of January 1 each year for the purpose of levying taxes. The board of assessors provides all necessary information to the city council in preparation for the annual classification hearing. The board hears and decides all questions relating to the abatement of taxes levied by it. The board has all of the other powers, duties and responsibilities that are given to boards of assessors by general laws.

The board of assessors is an advisory, regulatory and adjudicatory multiple-member body of the city.

**6.0 Central Business Architecture Committee**

Established

There shall be a central business architecture committee consisting of five members and two alternates. Members shall include at least one of each of the following: one person from two nominations made by the greater Northampton chamber of commerce; one person in the building trades or construction industry; one person from two nominations made by the association of realtors covering Northampton; one architect; and one person from two nominations made by the historic district commission.

Authorities and Responsibilities

The central business architecture committee shall have the authority to adopt reasonable rules, regulations, and forms and to revise the design guidelines manual to aid in the administration of the central business architectural ordinance chapter, and to reclassify building types shown in said ordinance.

The central business architecture committee is a regulatory and adjudicatory multiple-member body of the city.

**7.0 Community Preservation Committee**

State law reference – c. 44B § 5

Established

There shall be a community preservation committee consisting of nine voting members. Membership on the committee shall include one current member of the conservation commission, one current member of the historical commission, one current member of the planning board, one current member of the parks and recreation commission, one current member of the housing authority, two members to be elected at large for four-year terms, two members of the public.

Authorities and Responsibilities

The committee carries out the duties prescribed in MGL c. 44B § 5 and city ordinance.

The community preservation committee is an advisory multiple-member body of the city.

## **8.0 Conservation Commission**

State law reference – c. 40 § 8C

### Established

There shall be a conservation commission consisting of seven members.

### Authorities and Responsibilities

The conservation commission protects, promotes and enhances the quality of the natural resources within the city, especially wetlands and water resources. The conservation commission is responsible for the preservation and protection of flood plains, water bodies and other wetlands within the city. The commission is responsible for the stewardship of the city's conservation lands. The commission has all of the other powers, duties and responsibilities that are given to conservation commissions by the general laws and city ordinances.

The conservation commission is an advisory, regulatory and adjudicatory multiple-member body of the city.

## **9.0 Council on Aging**

State law reference – c. 40 § 8B

### Established

There shall be a council on aging consisting of fifteen members.

### Authorities and Responsibilities

The council on aging shall advise the senior services department on programs and services designed to meet the needs of city of Northampton residents aged 55 or older. The council has all of the other powers, duties and responsibilities that are given to councils on aging by the general laws.

The council on aging is an advisory multiple-member body of the City.

## **10.0 Disability Commission**

State law reference – c. 40 § 8J

### Established

There shall be a disability commission consisting of nine members. A majority of commission members shall consist of people with disabilities; one member shall be a member of the immediate family of a person with a disability, and one member of said commission shall be an elected official. The city's Americans with disabilities act (ADA) coordinator shall be the liaison to the commission.

### Authorities and Responsibilities

The commission shall research local problems of people with disabilities; advise and assist municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities; coordinate and/or carry out programs designed to meet the problems of people with disabilities in coordination with programs of the Massachusetts office on disability; review and make recommendations about policies, procedures, services, activities and facilities of departments, boards, and agencies of the city of Northampton as they affect people with disabilities; provide information, referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters

pertaining to disabilities, and; coordinate activities of other local groups organized for similar purposes.

The disability commission is an advisory multiple-member body of the city.

## **11.0 Energy & Sustainability Commission**

### Established

There shall be an energy and sustainability commission consisting of eleven members, as follows; director of central services, or his/her designee; director of public works, or his/her designee; director of planning and sustainability, or his/her designee; building commissioner, or his/her designee; a representative of smith vocational and agricultural high school selected biannually by the smith vocational high school superintendent; two elected officials; and four members of the public.

### Authorities and Responsibilities

The energy and sustainability commission shall advise and assist the city in identifying, developing, implementing, and managing programs and policies for achieving energy efficiency and energy resource sustainability, and guard against effects of energy resource disruption/depletion and climate change in all of Northampton's public and private sectors (e.g., municipal, business, commercial, residential, agricultural, and institutional). The commission shall advise and assist with achieving the goals of the sustainable Northampton plan, the city's climate change protection commitments, and other city plans/goals.

The energy and sustainability commission is an advisory multiple-member body of the city.

## **12.0 Health, Board of**

State law reference -- c. 111 § 26  
City Charter - Article 6A

### Established

There shall be a board of health consisting of five members, one of whom shall be a physician.

### Authorities and Responsibilities

The board of health preserves and maintains the city's public health standards and protects its environmental resources through community education, and by promulgating reasonable rules and regulations pertaining to those matters placed under its jurisdiction by state law or city ordinances. The board reviews and recommends health department policies and programs for implementation by the health department. The board has all of the other powers, duties and responsibilities that are given to boards of health by the general laws and city ordinances.

The board of health is an advisory, regulatory and adjudicatory multiple-member body of the city.

## **13.0 Historical Commission**

State law reference -- c. 40 § 8D, and c. 40C § 14

### Established

There shall be an historical commission which shall consist of seven members as follows: at least one member who resides or owns property in the district; one member appointed from two nominations submitted by the Northampton historical society; one member appointed from two nominees from the western Massachusetts chapter of the American Institute of Architects; one member appointed from two nominees from the realtor association of pioneer valley, the local board of realtors.

Authorities and Responsibilities

The historical commission shall have all powers and duties in accordance with Massachusetts general laws chapter 40, § 8C and all the power and duties of historic districts in accordance with chapter 40C. The commission shall have the authority to adopt such rules and regulations not inconsistent with the provisions of chapter 40C. The commission shall carry out the preservation, promotion and development of the historical assets of the city.

The historical commission is an advisory, regulatory and adjudicatory multiple-member body of the city.

**14.0 Housing Partnership**

Established

There shall be a housing partnership consisting of fifteen members consisting of those representing the interests of people with low and moderate incomes, the housing and real estate industry, city boards and commissions involved in housing policy and/or projects, including but not limited to the planning board and the zoning board of appeals. The partnership will strive to achieve maximum diversity in its membership.

Authorities and Responsibilities

The housing partnership shall assist in the preservation and development of low and moderate income housing stock. All housing proposals submitted for the use of community development block grant funds shall be reviewed by the partnership and the partnership shall issue a recommendation on such proposals to the mayor.

The housing partnership is an advisory multiple-member body of the city.

**15.0 Human Rights Commission**

Established

There shall be a human rights commission consisting of nine members. Membership shall, as far as it is practicable, be selected so as to ensure representation from those classes protected under state and federal law, including but not limited to, race, color, religious creed, national origin, sex, age, disability, veteran status, ancestry, sexual orientation or public benefit status.

Authorities and Responsibilities

The human rights commission shall act to promote human rights in the city of Northampton. The commission shall advocate and be an information resource for the rights guaranteed pursuant to local, state, and/or federal law on the basis of race or color, gender, physical or mental ability, religion, socio-economic status, ethnic or national origin, sexual identification or orientation, or age for all persons within the city of Northampton. The mayor and city council may refer issues pertaining to human rights to the commission for review and recommendation. The commission may organize programs and events to educate about human rights.

The Human Rights Commission is an advisory multiple-member body of the city.

**16.0 License Commission**

State law reference -- c. 138 § 4

Established

There shall be a license commission consisting of three persons in accordance with MGL c. 138. Members shall serve for six year terms from the first monday in june.

Authorities and Responsibilities

The license commission acts as the licensing board for the city with all powers to

grant, suspend, or revoke licenses and permits for alcoholic beverages as provided in MGL c. 138. The commission has the power to grant, suspend or revoke all other licenses not otherwise provided by law.

The license commission is an advisory, regulatory and adjudicatory multiple-member body of the city.

### **17.0 Municipal Affordable Housing Trust Fund Board of Trustees**

State law reference – c. 44 § 55C

#### Established

There shall be a municipal affordable housing trust fund board of trustees made up of five members, one of whom shall be the mayor. Trustees shall serve two year terms.

#### Authorities and Responsibilities

The municipal affordable housing trust fund board of trustees shall work to provide for the creation and preservation of affordable housing in Northampton for the benefit of low and moderate income households. The board manages the municipal affordable housing trust fund and has all other authority delegated to it under MGL c. 44, § 55C.

The affordable housing trust is an advisory and adjudicatory multiple-member body of the city.

### **18.0 Parks and Recreation Commission**

#### Established

There shall be a parks and recreation commission consisting of nine members.

#### Authorities and Responsibilities

The parks and recreation commission advises the parks and recreation department on development and implementation of recreational programming for parks, playgrounds, playfields, indoor recreation centers and other recreation areas and facilities owned or controlled by the city.

The parks and recreation commission is an advisory multiple-member body of the city.

### **19.0 Planning Board**

State law reference – c. 41 § 81A

#### Established

There shall be a planning board consisting of seven members and two associate members. The associate members shall serve in the absence of a full member to the extent permitted by law.

#### Authorities and Responsibilities

The planning board develops and recommends land use policies, design standards and amendment to zoning code and subdivision plans. The board reviews and approves the subdivision plans for the city, decides applications for special permits and site plan review as provided in the zoning ordinance. The board has all of the other powers, duties and responsibilities that are given to planning boards by the general laws and ordinances.

The planning board is an advisory, regulatory and adjudicatory multiple-member body of the city.

## **20.0 Public Works Commission**

### Established

There shall be a public works commission consisting of seven members.

### Authorities and Responsibilities

The public works commission advises the department of public works and the mayor on the city's public works service delivery, infrastructure management, and long-range planning. The commission reviews and makes recommendations to the department on its policies, operating and capital budgets, proposed city ordinances, fee-setting and permitting processes, and the prioritization and planning of public works projects. The commission works with the department to conduct public hearings on public works issues and projects. The commission's advisory role includes reviewing proposed water and sewer rates, stormwater fees, and solid waste fees.

The public works commission is an advisory multiple-member body of the City.

## **21.0 Redevelopment Authority**

State law reference – c. 121B § 4

### Established

There shall be a redevelopment authority consisting of five members. Members shall serve a term of five years. The mayor shall appoint four members, the fifth member shall be appointed by the department of housing and community development.

### Authorities and Responsibilities

The authority has all duties and responsibilities as set forth in MGL c. 121B § 4.

## **22.0 Registrars, Board of**

State law reference – c. 51 § 15

### Established

There shall be a Board of Registrars consisting of four persons in accordance with MGL c. 51 § 15. Members shall serve three-year terms beginning in April.

### Authorities and Responsibilities

The board of registrars shall hold voter registration sessions, including those required by MGL c. 51 § 42C, certify the signatures on nomination papers and petitions, hold hearings and decide disputes over signatures on nomination papers, prepare annual list of persons, and employ poll workers and ballot counters. The board has all of the other powers, duties and responsibilities that are given to boards of registrars of voters by the general laws.

The board of registrars is a regulatory and adjudicatory multiple-member body of the city.

## **23.0 Public Shade Tree Commission**

### Established

There shall be a public shade tree commission consisting of seven members.

### Authorities and Responsibilities

The public shade tree commission preserves, protects and promotes city shade trees. The commission works to inventory current trees and select new trees for planting. The commission advises and makes recommendations to the tree warden and the mayor on matters involving public shade trees. The commission works to promote knowledge and awareness of the benefits of shade trees.

The public shade tree commission is an advisory multiple-member body of the city.

## **24.0 Transportation & Parking Commission**

### Established

There shall be a transportation and parking commission consisting of eleven members as follows:

director of public works, or his/her designee; director of planning and sustainability, or his/her designee; police chief, or his/her designee; director of central services or his/her designee; a member of the planning board, selected biannually by the planning board; two elected officials and four members of the public. The city's traffic engineer and parking clerk shall serve as advisors to the commission.

### Authorities and Responsibilities

The transportation and parking commission advises the mayor and city council on the safety, efficiency, and sustainability of its multi-modal transportation system for automobiles, bus transit, passenger rail, bicycles, and pedestrians. The commission researches and recommends city policies related to transportation and/or parking. The commission shall review and make recommendations on any ordinance related to transportation and/or parking. The commission shall receive and review input from city residents, businesses, and neighborhoods on issues or concerns related to transportation and/or parking. The commission holds hearings, reviews data, and makes recommendations on applications filed under the city's traffic calming program.

The transportation and parking commission is an advisory multiple-member body of the city.

## **25.0 Trust Fund Committee**

### Established

There shall be a trust fund committee consisting of three members.

### Authorities and Responsibilities

The trust fund committee shall make recommendations to the city treasurer on Northampton's trust fund investments to realize the best possible gain while maintaining a balance between risk and return with the primary objectives of preservation of capital, maintenance of security of trust funds and investments, maximization of total return for each trust fund, efficient disbursement of funds on an equitable basis, and effective collection of all due monies. The committee shall also advise the treasurer on the other post employee benefits trust fund.

The trust fund committee is an advisory multiple-member body of the city.

## **26.0 Youth Commission**

State law reference – c. 40 § 8E

### Established

There shall be a youth commission consisting twenty-one members, from the age of 13 through 18.

### Authorities and Responsibilities

The youth commission shall carry out programs which may be designed or established to meet the opportunities, challenges and problems of youth of said city or town and in conjunction with any similar or related programs of any agency of the commonwealth or any agency of the federal government. The commission shall actively involve youth in issues affecting them and to give advice to the mayor and the city council. The commission shall be available to act as a forum for youth concerns about adults and adult concerns about youth.

The youth commission is an advisory multiple-member body of the city.

## 27.0 Zoning Board of Appeals

State law reference — c. 40A § 12

### Established

There shall be a zoning board of appeals consisting of three members and two associate members.

### Authorities and Responsibilities

The zoning board of appeals hears and decides applications for variances, special permits, comprehensive permits and appeals relating to actions or refusals to act by the zoning enforcement officer. The board has all of the other powers, duties and responsibilities that are given to zoning board of appeals by the general laws. Each of the board members shall serve as a zoning administrator on a rotating basis pursuant to MGL c. 40A § 14 and city ordinance § 350- 4.10(e).

The zoning board of appeals is a regulatory and adjudicatory multiple-member body of the City.

Enrolled

Rules suspended, passed two readings and enrolled.

The following Order passed in City Council:

### CITY OF NORTHAMPTON

MASSACHUSETTS

*In City Council,*

OCTOBER 16, 2014

UPON THE RECOMMENDATION OF...Mayor David J. Narkewicz

*Ordered, that*

The city hereby accepts the provisions of MGL ch. 40 § 8C to establish a Conservation Commission and hereby ratifies the vote to accept said § 8C dated February 20, 1964, and codified as § 22-17 of the code of ordinances, now repealed.

Enrolled

Rules suspended, passed two readings and enrolled.

The following Order passed in City Council:

### CITY OF NORTHAMPTON

MASSACHUSETTS

*In City Council,*

OCTOBER 16, 2014

UPON THE RECOMMENDATION OF...Mayor David J. Narkewicz

*Ordered, that*

The city hereby accepts the provisions of MGL ch. 40 § 8D to establish an Historical Commission and hereby ratifies the vote to accept said § 8D dated September 19, 2013, and codified as § 22-30 (A) of the code of ordinances, now repealed.

Enrolled

Rules suspended, passed two readings and enrolled.



The following Order passed in City Council:

CITY OF NORTHAMPTON  
MASSACHUSETTS

*In City Council,* ..... OCTOBER 16, 2014

UPON THE RECOMMENDATION OF .... Mayor David J. Narkewicz

*Ordered, that*

In accordance with the provisions of MGL c. 40C § 14, the Historic District Commission shall have the powers and duties of an historical commission as provided in MGL c. 40, § 8D, and hereby ratifies the vote to assign the powers and duties of an historical commission to the Historic District Commission, dated September 19, 2013, and codified as § 195-3 of the code of ordinances, now repealed.

Enrolled Rules suspended, passed two readings and enrolled.

The following Order passed in City Council:

CITY OF NORTHAMPTON  
MASSACHUSETTS

*In City Council,* ..... OCTOBER 16, 2014

UPON THE RECOMMENDATION OF .... David J. Narkewicz

*Ordered, that*

The city hereby accepts the provisions of MGL c. 44 § 55C to establish a Municipal Affordable Housing Trust Fund.

Enrolled Rules suspended, passed two readings and enrolled.

*Councilor LaBarge moved to approve the following Ordinances in first reading as a group; Councilor O'Donnell seconded the motion.*

14.281 Ordinance: §312-102 Schedule I: Parking Prohibited All Times - Pleasant St.  
*(Positive recommendation from TPC and the Comm. on Rules, Order, Appointments and Ordinances; 1<sup>st</sup> Reading)*

14.282 § Ordinance 312-109 Pleasant St. Schedule VIII: On Street Parking Meter Zones  
*(Positive recommendation from TPC and the Comm. on Rules, Order, Appointments and Ordinances; 1<sup>st</sup> Reading)*

*The Ordinances were approved in first reading on a Voice Vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight & Murphy).*

See minutes of Dec. 4, 2014 for second reading.

*Councilor LaBarge moved to approve the following Ordinances as a group; Councilor Spector seconded.*

Ordinances in support of Mayor Narkewicz's Administrative Order  
*(Positive recommendation from the Committee on Rules, Orders, Appointments and Ordinances; 1<sup>st</sup> Reading)*

14.253 Ch 22 1-4: Ordinance Community Preservation Committee  
14.254 Ch 111 1-3: Ordinance regarding Agriculture  
14.259 Ordinance to Delete Certain Sections  
14.288 Ch 40: Ordinance regarding enforcing officers and penalties for noncriminal disposition  
14.297 Ch 290: Ordinance regarding Subdivision of land  
14.289 Ch 229: Ordinance regarding Parades and Processions  
14.287 Ch 149 § 1-4: Numbering of Buildings  
14.293 Ch 337: Ordinance regarding Wetlands Protection  
14.291 Ch 256: Ordinance regarding Article I - Sewer Assessments, Billing and General Regulations  
14.292 Ch 264: Ordinance regarding Signs  
14.294 Ch 278: Ordinance regarding Storm Drains  
14.295 Ch 280: Ordinance regarding Stormwater and Flood Control Utility  
14.296 Ch 281: Ordinance regarding Stormwater Management  
14.290 Ch 285: Ordinance regarding Streets, Sidewalks, & Public Property  
14.298 Ch 303-5: Ordinance regarding Temporary Events  
14.299 Ch 312 sec 14: Ordinances regarding Traffic Signs & Signals  
14.300 Ch 316: Ordinance regarding Horse-Drawn Carriages  
14.301 Ch 325: Ordinance regarding Water  
14.286 Ch 272 : Ordinance for Solid Waste

*The motion to approve in first reading was approved on a Voice Vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight & Murphy).*

See minutes of December 4, 2014 for second reading.

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*Councilor LaBarge moved to approve the Ordinances as a group in first reading; Councilor Sciarra seconded the motion.*

*14.314 & 14.315 Ordinances regarding 7+ Units in URB & URC Districts*

*A motion to recognize Carolyn Misch, Sr. Land Use Planner and Permits Manager was made by Councilor O'Donnell and seconded by Councilor Carney. The motion was approved on a voice vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight & Murphy). Ms. Misch described how the Ordinances came to be and what the intent was to provide for special permits. Many Public Hearings were held, including those as part of the Committee on Rules, Orders, Appointments and Ordinances. Specific criteria was included in the Ordinance to cover Streetscape presence, Pedestrian / Vehicular Connectivity, Civic or Park Space, Sustainability and Energy regulations, Size and Affordability and Internet Connectivity.*

{Corrected in  
City Council  
12/4/2014}

*A motion was made by Councilor Sciarra to amend the requirements for park space to {300 square feet or} 30 square feet per dwelling; Councilor Carney seconded the motion. The motion was approved on a voice vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight & Murphy).*

*The Ordinances were approved in first reading as amended Roll Call Vote of 7 Yes, 0 No, 2 Absent (Councilors Dwight & Murphy).*

See minutes of Dec. 4, 2014 for second reading.

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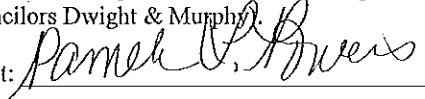
*Ordinances for Elected Official Compensation Review (Refer to Comm. on Rules, Orders, Appointments and Ordinances)*

14.304 Elected Officials Salary Compensation – benefits  
14.305 city Council Salary  
1.306 City Clerk Salary  
14.308 Mayor Salary Ordinance  
14.309 School Committee Compensation Ordinance

<u>Referred</u>	<i>Councilor Carney moved to refer to the Committee on Rules, Orders, Appointments and Ordinances; Councilor Adams moved to refer to the Finance Committee; Councilor LaBarge seconded the motions. The motions were approved on a voice vote of 7 Yes, 0 No, 2 Absent (councilors Dwight &amp; Murphy)</i>
<u>Updates from Council President and Committee Chairs</u>	<i>None</i>
<u>Information Requests (Charter Provision 2-7)</u>	<u>- Reserved for topics that the Chair did not reasonably anticipate would be discussed--</u> <i>None</i>
<u>NEW BUSINESS.</u>	<i>None</i>

At 9:40 p.m., a motion to adjourn was made by Councilor Carney and seconded by Councilor LaBarge. The vote to adjourn passed unanimously (7 Yes, 0 No, 2 Absent - Councilors Dwight & Murphy).

Attest:

 , Clerk of Council